

Washington Department of Fish and Wildlife

Volunteer Programs



**Volunteer Manual
2008**



Jeff Koenings, Ph.D.,

Message from the Director:

The Washington Department of Fish and Wildlife (WDFW) recognizes that citizen volunteers and volunteer organizations are an extremely valuable asset for assisting WDFW in managing and protecting the fish, wildlife, and habitat resources of Washington. Agency personnel are encouraged to recruit and utilize volunteers whenever feasible to assist in meeting agency objectives. The WDFW views volunteers as extensions of the agency and thus values providing volunteers the proper environment to be successful.

Volunteer programs within WDFW provide hands-on opportunities for involving citizens in the protection and perpetuation of our fish, wildlife and habitat resources. Volunteers have always been an important part of our agency team and opportunities for volunteers to play an integral role will continue to expand in the future.

Volunteers donate in excess of 100,000 hours a year helping the agency within the enforcement, habitat, fish and wildlife programs. They have proven themselves to be effective partners in our wildlife conservation efforts and will be an even more valuable asset of the agency.

The intent of this volunteer manual is three-fold: to assist Department staff in managing volunteer projects and to ensure volunteers have a safe working environment and a quality experience. In addition, the manual will provide consistency across the agency programs that utilize volunteers to accomplish their missions for fish and wildlife. This manual is available on the agency's website at <http://wdfw.wa.gov/about/volunteer>. Volunteers and those considering volunteering for WDFW should review the manual and the expectations for volunteers outlined in the manual.

If you have any questions, please contact Volunteer Services at 360/902-2252 or at ludwidkl@dfw.wa.gov.

Table of Contents

Section 1 – Welcome to the Department of Fish and Wildlife	1
Volunteer Orientation Checklist	3
Volunteer Worker Registration.....	4
Volunteer Worker Time Sheet	6
Volunteer Group Registration.....	7
Policy 1025 – Complying with WDFW Policy and Procedure	9
Policy 4018 – Utilizing Volunteers.....	10
Prohibited Duties for all WDFW Volunteers.....	13
Policy M1207 – Employment or Volunteering of Relatives or Household Members.....	15
Policy 2002 – Ensuring a Drug and Alcohol Free Workplace.....	17
Policy M1214 – Conflicts of Interest/Ethics.....	29
Policy M1201 – Preventing Sexual Harassment.....	31
Policy 4001 – Establishing Reasonable Accommodation for Employees with Disabilities	33
Section 2 – Accident Prevention.....	35
Policy 2005 – Providing Safety and Health Programs.....	36
Safety/Security Incident Report.....	37
Policy 4011 – Preventing and Responding to Violence in the Workplace	39
Policy 1027 – Firearms	44
Policy 2001 – Working Alone in Remote Locations	46
Section 3 – Site and Duty-Specific Safety/Security Plans.....	47
Policy M1217 – Use of State Resources.....	48
Policy 7008 – Using State Owned Computing Resources.....	49

Policy 7001 – Assigning, Using and Managing WDFW-Owned Motor Vehicles	53
Policy 7010 – Operating State Owned/Leased or Privately Owned Vehicles While Conducting Official State Business	57
Policy 7002 – Protecting and Accounting for Inventory	62
Employee/Volunteer Accountability List	66
Policy M1404 – Property and Equipment Assigned to Employees/Volunteers	68
Mandatory Safety, Health & Environmental Training	70
WDFW Hazardous Chemical Communication Program Certification of General Training.....	73
WDFW Hazardous Chemical Communication Program Certification of Specific Training	74
WDFW Job Hazard & PPE Matrix	75
Personal Protective Equipment Training Certification	77

Section 1

Administrative

Welcome to the
Department of Fish
and Wildlife





Volunteer Orientation Checklist

As you go through the new volunteer orientation, you are required to check each topic as you review the section. If you have any questions about any topic or policy, take the time now to ask your supervisor. The checkmark indicates you have read and understand the topic or policy. Please return this completed form to WDFW Volunteer Services with your volunteer registration materials.

☐ Volunteer(s) duties or tasks identified and explained (please include project name, location & date):

- ☐ Supervisor / Chain of Command
- ☐ Lunch periods and breaks if applicable
- ☐ Location of restrooms
- ☐ Where you may park
- ☐ Smoking Areas

Section 1 – Administrative Issues

The following items must be discussed with ALL volunteers:

- ☐ Welcome to the Department of Fish and Wildlife as a Volunteer
- ☐ Department's Mission Statement
- ☐ [Volunteer Worker Registration Form](#) (complete and sign the registration form)
- ☐ [Volunteer Worker Time Sheet](#) (Track your hours and submit to your supervisor monthly).
- ☐ [Policy 1025](#) – Complying with WDFW Policy and Procedure
- ☐ Prohibited duties for all Washington Department of Fish and Wildlife Volunteers
- ☐ [Policy M1207/3002](#) – Employment or Volunteering of Relatives or Household Members
- ☐ [Policy 2002](#) – Ensuring a Drug and Alcohol Free Workplace
- ☐ [Policy 4004](#) – Smoking in Agency Vehicles and Facilities
- ☐ [Policy M1214](#) – Conflict of Interest/Ethics
- ☐ [Policy M1201](#) – Preventing Sexual Harassment
- ☐ [Policy 4001](#) – Reasonable Accommodation

Section 2 – Accident Prevention Plan

- ☐ [Policy 2005](#) - Providing Safety and Health Programs
- ☐ Site-specific Emergency Action Plan
 - ☐ How to communicate an emergency:

☐ Who to call (and phone number):

☐ Where to go:

-
- ☐ How to report an on the job injury or hazard:

Continue on next page

-
- ☐ [Safety/Security Incident Report \(SSIR\) Form](#) (WDFW699)
 - ☐ Location and use of fire extinguisher (if at a facility)
 - ☐ Location of first aid kits –
 - ☐ Name and number of first aid certified person:
-

- ☐ [Policy 4011](#) - Preventing and Responding to Violence in the Workplace
- ☐ [Policy W1027](#) - Firearms
- ☐ [Policy 2001](#) – Working Alone in Remote Locations

Section 3 – Site-specific and duty-specific issues

For each of the following items, your supervisor will explain and discuss with you those subjects that apply to the specific duties you may perform.

This process must be followed for ALL new volunteers and those whose duties are changing. Place a check in the box of each item that has been covered.

- ☐ [Policy M1217](#) – Use of State Resources
- ☐ [Policy 7008](#) – Using State-Owned Computing Resources
- ☐ [Policy 7001](#) – Vehicle Usage, Assignment, and Marking (if applicable)
- ☐ [Policy 7010](#) – Operating State-Owned/Leased or Privately Owned Vehicles While Conducting Official State Business
- ☐ [Policy 7002](#) - Protecting and Accounting For Inventory
- ☐ [Employee/Volunteer Accountability List \(WDFW 897\)](#) or a Sign Out/In Log with dates.

Complete with your supervisor.

- ☐ [Policy M1404](#) – Property and Equipment Assigned to Employees and Volunteers
 - ☐ Safety Training for the job duties being performed (based on [Mandatory Safety Training Matrix](#))
 - ☐ [Hazardous Chemical Communication Program](#) (if hazardous chemicals will be used)
 - ☐ Complete the [Certification of Specific Training](#)
 - ☐ Complete the [Certification of General Training](#)
 - ☐ Personal Protective Equipment issued (based on [WDFW Work Hazard / PPE Matrix](#)):
-

- ☐ Proper use demonstrated and documented on [PPE Training Form](#)
 - ☐ Safety operation of machinery and tools demonstrated
-

By my signature below I am stating I have reviewed each section of the Volunteer Orientation Checklist.

Volunteer's Name (print)

Volunteer's Signature Date

Supervisor's Name (print)

Supervisor's Signature Date



VOLUNTEER WORKER REGISTRATION

Updated May 2007

WDFW Volunteer Services
600 Capitol Way N.
Olympia, WA 98501-1091

Phone: (360) 902-2252
Fax: (360) 902-2157
e-mail: ludwidkl@dfw.wa.gov

PLEASE PRINT LEGIBLY

Name	
Street Address	
Mailing Address	
City, State	Zip Code
Day Time Phone () Night Time Phone ()	E-Mail
Do you have a valid First Aid card? <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration Date: ____/____/____	Special Skills Training? <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach supplemental sheet)
Does the volunteer activity you will be performing require any licenses or certifications such as driver's, professional, trade, recreational, or hunting as listed with WA Department of Licensing, WA Department of Health, WA Department of Labor and Industries, WA Department of Fish and Wildlife, or any other state agency as required by state law? NOTE: Volunteers are prohibited from activities that require a Commercial Driver's License (CDL) (see Volunteer Supervisor Manual for prohibited activities for volunteers).	
If so, please list license number(s) and/or other required insurance and/or bonding information below.	
Driver's License #:	
Other licenses, insurance, bonding #:	
Do you have any medical conditions that may preclude you from doing this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, please notify your supervisor.	

Have you EVER received a citation for violation of state or federal wildlife laws? ☐Yes ☐No

Have you EVER been charged with a misdemeanor or felony? ☐Yes ☐No

If yes to either question, explain in detail on separate attached page. Refer to "Background Investigation" on page 2.

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name	Day Telephone
	Evening Telephone

WDFW PROJECT INFORMATION

Initial Project Title	Project Location
WDFW Project Manager or Supervisor (Please Print)	Project Type i.e. Fish Wildlife Habitat Other
WDFW Supervisor Signature	Supervisor's Telephone

REGISTRATION AND CONDITIONS OF VOLUNTEER SERVICE

Please read the following carefully and sign to indicate your understanding and agreement.

VOLUNTEER WORKERS

I understand that as a volunteer worker as defined by RCW 51.12.035, I am responsible for registering as a volunteer worker. I agree to complete and submit monthly reports of hours volunteered on forms provided by WDFW to the project manager/supervisor. I agree to abide by the policies, procedures and guidelines set forth by WDFW.

VOLUNTEER - NOT AN EMPLOYEE OF WDFW

I understand that I am not an employee of WDFW. I further understand that I will not hold myself out as, or claim to be an officer or employee of WDFW or the State of Washington or take any claim of right, privilege or benefit which would accrue to an employee under Chapter 41.06 RCW, Chapter 28B.16 RCW or any other applicable state law. I do not expect to receive any personal monetary wages for services rendered through volunteer activities.

MEDICAL / WORKERS COMPENSATION INSURANCE

I understand that as a registered volunteer under RCW 51.12.035 that WDFW through the Department of Labor and Industries, provides registered volunteers with worker's compensation insurance for medical aid for injuries sustained while engaged in volunteer activities. I further understand that this coverage does not apply to disability or injuries caused by pre-existing medical conditions.

HOLD HARMLESS

I agree to hold harmless and waive all claims of liability against the Department of Fish and Wildlife arising out of my performance as a volunteer.

LIABILITY INSURANCE

Registered volunteers are covered under the State of Washington Self-Insurance Liability Program. I understand that as a registered and accepted volunteer of WDFW, if any action or proceeding for damages is brought against me while performing activities within my assigned/approved official duties, that I may request defense of said action as provided for in RCW 4.92.060 (for defense information and instructions, contact WDFW Risk Management Office in Personnel (360) 902-2446).

I understand that if I use my private motor vehicle in the course of my volunteer duties, it is my obligation to obtain and maintain state required liability insurance to cover any accidents involving my vehicle. I further understand that it is my responsibility to obtain and maintain insurance policies for damage, loss or liability on all personally owned, leased or rented equipment, vessels, horses, etc, I use while performing assigned volunteer work.

I further agree that should I be involved in an accident while performing assigned duties as a volunteer, I will report such accident immediately to the WDFW program manager/supervisor of the volunteer activity.

NONDISCRIMINATION

I understand that during my performance as a volunteer for WDFW, I shall comply with all federal and state nondiscrimination laws, regulations and policies.

BACKGROUND INVESTIGATION

I understand that the agency may conduct a background investigation as part of this application process. I hereby authorize the background investigation by my signature below.

Training is required for all volunteers registered with WDFW. Applicable training will be provided by my volunteer project supervisor, WDFW staff or via a printed pamphlet provided by WDFW. I have checked the appropriate box below to indicate whether or not I have received training as of this date.

☐ I COMPLETED VOLUNTEER TRAINING ON ____/____/____

☐ I HAVE NOT YET COMPLETED ANY VOLUNTEER TRAINING

Pursuant to RCW 51.12.035, Volunteers, I hereby register as a volunteer worker for the State of Washington, Department of Fish and Wildlife (WDFW). I acknowledge by my signature below that I will accept my responsibility as a WDFW volunteer. I will comply with all policies and procedures outlined by WDFW. I understand that I will not receive wages for services rendered.

I understand that each month I must submit, via timesheet, my hours worked as a WDFW volunteer. Submitting monthly hours worked to WDFW is a requirement for medical aid coverage through the Department of Labor and Industries. Failure to document my time and submit monthly timesheets may make me ineligible to receive such medical aid coverage.

Signed: _____ Dated: _____

Parental Signature: _____ Dated: _____
(Required if under 18 years)



Washington Dept of
FISH and WILDLIFE

VOLUNTEER WORKER TIME SHEET

WDFW VOLUNTEER SERVICES
600 CAPITOL WAY N; OLYMPIA, WA 98501-1091
PHONE: 360-902-2252 / FAX: 360-902-2157
E-MAIL: LUDWIDKL@DFW.WA.GOV

Project Title / Location: _____

Month _____ Year _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL

Indicate the number of volunteer hours in each day for the month you performed volunteer work.

VOLUNTEER NAME:	
MAILING ADDRESS:	
CITY	STATE / ZIP
PROJECT SUPERVISOR	PROGRAM / DIVISION (IF A WDFW PROJECT)
PROJECT SUPERVISOR'S SIGNATURE	DATE

PROJECT TYPE

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Enforcement | <input type="checkbox"/> Fish (non-salmonid) | <input type="checkbox"/> Salmonid Restoration |
| <input type="checkbox"/> Habitat | <input type="checkbox"/> Wildlife | <input type="checkbox"/> Other _____ |

PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND SUBMIT MONTHLY.

(FORM VOLUNTEER TIME SHEET 2006)



VOLUNTEER GROUP REGISTRATION

WDFW Volunteer Services

600 Capitol Way N; Olympia, WA 98501-1091

Phone: (360) 902-2252 / Fax: (360) 902-2157

E-mail: ludwidkl@dfw.wa.gov

Initial Project Title – Group	Project Location
WDFW Project Manager or Supervisor (Please Print)	Project Type <input type="checkbox"/> Enforcement <input type="checkbox"/> Fish <input type="checkbox"/> Habitat <input type="checkbox"/> Wildlife <input type="checkbox"/> Outreach
WDFW Supervisor Signature (my signature attests to the fact that safety training was provided to project volunteers)	Supervisor's Telephone
Group Leader	Service Date

Agreement:

By my signature below, I agree to volunteer my services for no compensation and willingly agree to:

- Register as a volunteer worker for the State of Washington, Department of Fish and Wildlife;
- Follow all safety rules and regulations, avoid all workplace hazards and refuse to perform any work assignment I feel I am not qualified to perform;
- Accept responsibility for the safe use and maintenance of tools and equipment use as part of my volunteer service;
- Represent WDFW and fellow volunteers/organizations in a positive, professional way, following all directions and advice offered by my project supervisor;
- I have not received any citations for violation of state or federal wildlife laws;
- I have not been charged with a misdemeanor or felony;

Does the volunteer activity that you will be performing require any licenses, i.e. professional /trade /recreational/ hunting /drivers as listed with WA State Department of Licensing, WA State Department of Health, WA Department of Labor and Industries, WA Department of Fish and Wildlife, or any other state agency as required by state law? **If so, please list the license number(s) and/or other required insurance and/or bonding information below your name.**

Do you have any medical conditions that may preclude you from doing this activity? If so, please notify your supervisor.

REGISTRATION AND CONDITIONS OF VOLUNTEER SERVICE

Please read the following – your signature indicates you understand and agree. Any questions, please check with your supervisor.

VOLUNTEER WORKERS

I understand that as a volunteer worker as defined by RCW 51.12.035, I am responsible for registering as a volunteer worker. I agree to submit the number of hours volunteered to the project manager/supervisor. I agree to abide by the policies, procedures and guidelines set forth by WDFW.

VOLUNTEER - NOT AN EMPLOYEE OF WDFW

I understand that I am not an employee of WDFW. I further understand that I will not hold myself out as, or claim to be an officer or employee of WDFW or the State of Washington or take any claim of right, privilege or benefit which would accrue to an employee under Chapter 41.06 RCW, Chapter 28B.16 RCW or any other applicable state law. I do not expect to receive any personal monetary wages for services rendered through volunteer activities.

MEDICAL / WORKERS COMPENSATION INSURANCE

I understand that as a registered volunteer under RCW 51.12.035 that WDFW through the Department of Labor and Industries, provides registered volunteers with worker's compensation insurance for medical aid for injuries sustained while engaged in volunteer activities. I further understand that this coverage does not apply to disability or injuries caused by pre-existing medical conditions.

HOLD HARMLESS

I agree to hold harmless and waive all claims of liability against the Department of Fish and Wildlife arising out of my performance as a volunteer.

LIABILITY INSURANCE

Registered volunteers are covered under the State of Washington Self-Insurance Liability Program. I understand that as a registered and accepted volunteer of WDFW, if any action or proceeding for damages is brought against me while performing activities within my assigned/approved official duties, that I may request defense of said action as provided for in RCW 4.92.060 (for defense information and instructions, contact WDFW Risk Management Office in Personnel (360) 902-2446).

I understand that if I use my private motor vehicle in the course of my volunteer duties, it is my obligation to obtain and maintain state required liability insurance to cover any accidents involving my vehicle. I further understand that it is my responsibility to obtain and maintain insurance policies for damage, loss or liability on all personally owned, leased or rented equipment, vessels, horses, etc, I use while performing assigned volunteer work.

I further agree that should I be involved in an accident while performing assigned duties as a volunteer, I will report such accident immediately to the WDFW program manager/supervisor of the volunteer activity.

NONDISCRIMINATION

I understand that during my performance as a volunteer for WDFW, I shall comply with all federal and state nondiscrimination laws, regulations and policies.

BACKGROUND INVESTIGATION

I understand that the agency may conduct a background investigation as part of this application process. I authorize the background investigation by my signature.

TRAINING

Training is required for all volunteers registered with WDFW. Applicable training will be provided by my volunteer project supervisor or WDFW staff.

TIMESHEETS

I understand that I must submit my hours worked as a WDFW volunteer. Submitting hours worked to WDFW is a requirement for medical aid coverage through the Department of Labor and Industries. Failure to document my time may make me ineligible to receive such medical aid coverage.

Volunteer Group Registration

PRINT YOUR NAME	Any medical conditions?	Does the activity you will be volunteering require a license?	SIGNATURE Requires adult signature	AREA CODE & PHONE NUMBER	NUMBER OF HOURS VOLUNTEERED
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
		License:			

Effective Date: 10/6/2004

POLICY - 1025

See Also: [POL-1001](#)
[PRO-1001](#)

Approved By: /s/ Jeff Koenings

POL 1025 - Complying With WDFW Policy and Procedure

This policy applies to all WDFW employees and volunteers except if policies and procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

- 1. Employees and Volunteers Will Comply with WDFW Policies and Procedures**
- 2. Supervisors Will Communicate WDFW Policies and Procedures to WDFW Employees and Volunteers**
- 3. Employees and Volunteers Will Acknowledge in Writing They Have Read WDFW Policies**
- 4. When Employees or Volunteers Do Not Comply with WDFW Policies, Disciplinary Action May Occur**

Effective Date: 2/1/08**POLICY 4018****Replaces: M7001****See Also: RCW 51.12.035****WDFW Volunteer Manual, Fair Labor Standards Act (FLSA)****Risk Management Act, RCW 43.41.300****POL-4022, POL-5101, POL-7010, POL-3002, POL-2005****Approved By:****POL - 4018 UTILIZING VOLUNTEERS**

This policy applies to all WDFW employees who use volunteer workers or volunteer organizations and to volunteers working for WDFW. However, if policies or procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

Intent:

The Department of Fish and Wildlife (WDFW) highly values the citizens of Washington who volunteer their time and expertise for the protection and improvement of this State's fish and wildlife and their habitats. There are many volunteer opportunities available which are consistent with the mission of the agency, and we encourage citizens to take advantage of these opportunities. WDFW is committed to providing a safe work environment and the training necessary for volunteers to accomplish their assigned work.

WDFW may grant exceptions to policy on a case-by-case basis in order to accommodate special situations or conditions involving volunteers.

Definition:

Volunteer: A volunteer is a person or group of persons, other than an emergency services worker as described by chapter [38.52](#) RCW, who, of his or her own free choice, performs any authorized duties for WDFW. A volunteer receives no wages, is registered with WDFW Volunteer Services and is authorized as a volunteer by WDFW for the purpose of engaging in volunteer service. A volunteer may be granted reimbursement for actual expenses necessarily incurred in performing his or her authorized duties. Members of advisory boards or groups established by WDFW are considered volunteers if they are not paid wages by the advisory board or group for their participation.

Supervisor: An authorized WDFW employee or authorized organization/individual supervising volunteers.

1. **Supervisors Using Volunteers Shall Ensure They Are Registered With Volunteer Services**

Volunteers shall review, complete and sign the "Registration and Conditions of Volunteer Service" forms provided by WDFW Volunteer Services prior to providing their services. The supervisor must ensure that this form has been completed before the volunteer begins work.

2. **Volunteers Younger Than 18 Years Old Must Have Written Permission From Parent or Legal Guardian**

3. **WDFW May Conduct a Criminal History and Background Check of a Prospective Volunteer**

4. **Supervisors Shall Provide Volunteers With Applicable Policies, Procedures and Guidelines**
(See WDFW Volunteer Manual)

5. **WDFW May Deny Volunteer Registration**

6. **WDFW May Dismiss Volunteers**

7. **Supervisors Will Ensure Volunteers Record and Report Hours Each Month to WDFW Volunteer Services**

Exceptions to report quarterly may be granted by WDFW Volunteer Services.

8. **Employees and Immediate Family Members May Serve as Volunteers**
(See POL-3002)

9. **Employees May Not Volunteer for the Department in Areas That are Similar to the Work They Perform** [Fair Labor Standards Act \(FLSA\) 29 CFR 553.101](#)

10. **Volunteers Shall Not Provide Service Under the Lead or Supervision of a Relative or Household Member**

Exceptions may be granted by the Program Assistant Director or Designee.

11. Volunteers Shall Not Participate in Safety Sensitive Tasks

Exceptions may be granted by only the Program Assistant Director and the WDFW Safety Officer. (See WDFW Volunteer Manual)

12. WDFW Commits to Providing a Safe And Healthy Work Environment Free of Recognized Hazards

13. Volunteers Are Covered Under the State of Washington's Self-Insurance Liability Program

14. Volunteers Shall Be Covered by Workers Compensation

Prohibited duties for all WDFW “Volunteers”

Work activities volunteers are prohibited from doing in volunteer jobs and/or duties. This list is a sample and is not all-inclusive. If you have any questions regarding any duty please contact Volunteer Services at (360) 902-2252

- Activities that require a Washington commercial drivers license endorsement (CDL)
- Carrying and use of firearms except for the function of the Hunter Education Program (over the age of 18)
- Piloting boats
- Explosives or blasting operations
- Acting as a pilot or passenger in an aircraft
- Any activity that requires a specialized license, endorsement or certification, unless the volunteer holds an active specialized license, endorsement or certification and maintains their own bond or insurance
- Wrecking and demolition
- Jobs where exposures require the use of personal protective equipment unless proper training is documented
- Operating heavy equipment such as excavators, bulldozers, etc., unless the volunteer meets the minimum qualifications outlined the State of Washington job specifications for a heavy equipment operator
- All diving activities requiring scuba equipment

Teen Volunteers

Work activities teens are prohibited from doing volunteer jobs and/or duties. This list is a sample and is not all-inclusive.

Experience has shown some job duties are potentially hazardous for young workers. Washington State and federal laws spell out which are prohibited for minor workers or volunteers.

For a list of duties that youth CAN do according to age, see the [U.S. Department of Labor's information on YouthRules!](#) The list is a sample and is not all-inclusive.

All minors under 18 are prohibited from doing the following work

- Operating equipment such as a Hobart mixers for mixing animal feed
- Electro-shocking activities
- Operating any vehicles such as cars, ATV's, tractors, snowmobiles, vessels, fork-lifts (except lawnmowers)
- Working at heights greater than 10 feet off the ground or floor level

- Working alone past 8 p.m. without supervision by someone 18 years or older who is on the premises at all times.
- Roofing - All work on or around a roof
- Wrecking and demolition
- Elevators, hoists and cranes
- Flagging
- Trenching or excavating
- Boilers or in engine rooms
- Power-driven woodworking machines such as table saws, radial arm band saws, skill saws, chain saws
- Earth-moving machines
- Electrical work
- Firefighting
- Logging
- Jobs with possible exposure to bodily fluids, or radioactive and hazardous substances

Additional prohibited duties for minors under 16

- Any power-driven machinery - gas, electric or battery operated tools or machinery including grounds-keeping equipment
- Construction
- Using sharp edge cutting tools such as machetes, axes, knives, scalpels
- Processing operations such as spawning or fin clipping, etc.
- Loading or unloading commercial trucks
- Transportation, warehouse, storage and work around conveyors
- Ladders and scaffolds, including window washing

Exceptions must be approved by Human Resources, approved by the Assistant Director and filed with the Director's Office.

For more information, see the [Agriculture Employment Standards WAC 296-131](#)

For more details, see:

[WAC 296-125-033](#) for additional restrictions for those under 16.

For more information, see the L&I publication:



[Teens at Work: Facts for Employers, Parents and Teens](#) (106 KB PDF)

For more detail, see L&I Administrative Policy:



[Blood borne Pathogens and Minors \(ES.C.4.2\)](#) (114 KB PDF)



[Driving by Minors in Non-Agricultural Jobs- ES.C.4.3\)](#) (52 KB)

For more detail, see Washington Administrative Code:

[Prohibited and hazardous employment for all minors \(WAC 296-125-030\)](#)

[Additional restrictions for those under 16 \(WAC 296-125-033\)](#)

[Non-agricultural Employment of Minors \(WAC 296-125\)](#)

Department of Fish and Wildlife

POL-M1207

POLICY TITLE: Employment or Volunteering of Relatives or Household Members

Cancels: WDF 203

See Also:

Effective Date: 11-17-74
Approved By: Freemuth, Deputy
Director

POL-M1207 EMPLOYMENT OR VOLUNTEERING OF RELATIVES OR
HOUSEHOLD MEMBERS

This policy applies to all employees and volunteers of the Department of Fish and Wildlife.

1. Definitions have been adopted to implement this policy.

Relatives: Includes spouse, parent, child, step-child, sibling, in-law, and any other relative living with or maintaining a close personal relationship.

Household Members: Persons who reside in the same home, who have reciprocal and natural and/or moral duties to and do provide support for one another. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.

Volunteers: Persons who provide a service to the agency without compensation. Persons serving as volunteers must be enrolled in the Labor and Industries Worker's Compensation Program and their hours of service reported monthly

2. Relatives or household members may not be employed in a supervisor/subordinate role.

The department does not discriminate on the basis of marital status. However, to avoid a conflict of interest, relatives or household members may not be employed in the same chain of command in a supervisor/subordinate role. This prohibition applies even if there are intervening employees between the two relatives or household members.

3. Volunteers may not provide service under the lead or supervision of a relative or household member.

To avoid a conflict of interest or the appearance of a conflict or interest, volunteers may not provide service or engage in other activities under the lead or supervision of a relative or household member. This prohibition applies even if there are intervening employees between the two.

4. Affected employees are required to disclose any current or potential conflict with this policy.

The department will make every reasonable effort to reassign one of the affected employees to an eligible position within the department. Whenever practical, a reassignment requested by one of the affected employees will be honored.

5. Exceptions to this policy must have the written approval of the Assistant Director and the approval must be filed with the Director's Office.

Department of Fish and Wildlife

Effective Date: 07/01/05

POLICY 2002

Replaces: M1224 and 4010

Refer to: Federal Drug-Free Workplace Act of 1988, Federal Omnibus Transportation Employee Testing Act of 1991, Federal Commercial Motor Vehicle Act of 1986. M1224 and 4010

See Also: Policy 2002, Federal Drug-Free Workplace Act of 1988 Federal Omnibus Transportation Employee Testing Act of 1991 Federal Commercial Motor Vehicle Act of 1986 Executive Order EO 92-01 RCW 69.50; RCW 46.25; WAC Chapter 357-40; WAC 357-37-200; U.S. DOT, NHTSA Parts 382, 383, 390, 391, 392, 395, 40; Collective Bargaining Agreement By And Between the State of Washington and Washington Federation of State Employees (WFSE); Collective Bargaining Agreement By And Between the State of Washington and Coalition (MM&P, WAPB, Teamsters 760, IBEW, UA 32, WSPCMA, WSNA); Collective Bargaining Agreement By And Between the State of Washington and Washington Public Employees Association (WPEA)

Approved By: /s/ Jeff Koenings

POL - 2002 ENSURING A DRUG AND ALCOHOL FREE WORKPLACE

The Department's goal is to ensure the health and safety of Department staff and the public, as well as to promote an efficient and productive work environment. Although WDFW is committed to assist employees with chemical dependency problems, safety is the Department's first priority.

This policy applies to all WDFW employees and volunteers except if policies and procedures are in conflict with or are modified by a collective bargaining agreement, the agreement language shall prevail.

Definitions: [See Appendix](#)

1. WDFW Is Committed to a Drug and Alcohol Free Workplace**2. WDFW Requires Drug and Alcohol Testing Under Certain Circumstances**

(See [PRO-2002C](#) - Drug and Alcohol Testing)

- A. Employees required to have a Commercial Driver's License (CDL) are subject to pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and

follow-up testing in accordance with the U.S. Department of Transportation Rules and the Federal Omnibus Transportation Employee Testing Act of 1991.

- B. Represented and non-represented employees who perform safety-sensitive functions are subject to pre-employment, post-accident, post-firearm shooting incident, and reasonable suspicion, return-to-duty, and follow-up testing. ([See Appendix for definitions](#))
- C. Non-safety-sensitive employees covered by Coalition are subject to reasonable suspicion, return-to-duty, and follow-up testing.
- D. Non-safety-sensitive employees who are not represented are subject to post-accident, reasonable suspicion, return-to-duty, and follow-up testing.

3. All Employees Must Report to Work in a Condition Fit to Perform Their Assignments Unimpaired By Alcohol Or Drugs

- A. Employees may not use or possess alcohol while on duty, including standby, in state vehicles, on WDFW premises, or other governmental or private worksites where employees are assigned to conduct official state business, except when:
 - 1. The premises are considered residences. The legal use of alcohol in WDFW-owned housing or residential facilities will be confined to residence, adjacent lawn/yard or patio area, and only when staff is not on duty, preparing to report to duty, or on standby.
 - 2. The use or possession is required pursuant to a lawful investigation.
 - 3. The alcohol is used for scientific purposes related to official state business
- B. The unlawful use, possession, delivery, dispensation, distribution, manufacture or sale of drugs in state vehicles, on WDFW premises, or on official business is prohibited.
- C. Per Federal regulations, the following conduct is strictly prohibited for CDL Drivers:
 - 1. reporting for duty, or being on stand-by status, with nonprescription controlled substances in their system;
 - 2. being impaired while on duty or paid standby due to the use of alcohol, any controlled substances, or non-prescription drugs;
 - 3. any activity involving the use, possession, distribution, or sale of alcohol, unauthorized prescription drugs, controlled substances or drug paraphernalia while on duty or paid standby;
 - 4. using alcohol within eight hours following an accident or prior to undergoing a post-accident alcohol test;
 - 5. using alcohol four hours before reporting to duty or while on paid standby; or
 - 6. refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
- D. Employees representing the State at official functions must exercise prudence in consuming alcohol to ensure they remain unimpaired.
- E. Employee may decline to perform outside of normal working hours, including

standby, without penalty if under the influence of controlled substances and/or alcohol.

4. Employee Notifies Appointing Authority of Any Controlled Substance Conviction

Any employee convicted of any controlled substance statute violation on state property or while conducting WDFW business, must notify his/her Assistant Director or Regional Director within 48 hours of the conviction.

5. WDFW Notifies Federal Contracting Agencies of Any Controlled Substance Conviction

WDFW notifies Federal contracting agencies within 10 days if an employee has been convicted of a drug violation occurring in the workplace.

6. Employees Must Notify Supervisor of Certain Medications

CDL Drivers must remove themselves from performance of any safety-sensitive function and report the situation to their supervisor if they are experiencing any impairment from prescription or non-prescription medication or if there is the potential for any impairment.

WDFW employees covered under Washington Public Employees Association (WPEA) are responsible for consulting their physician as to any limitations on their ability to perform the duties of their position as a result of taking physician-prescribed drugs. Employees shall report any such limitations to their supervisor or other designated official before resuming their work duties.

WDFW non-represented employees and employees covered under Washington Federation of State Employees (WFSE) and Coalition (MM&P, WAPB, Teamsters 760, IBEW, UA 32, WSPCMA, WSNA) who are taking physician-prescribed or over-the-counter medications, must notify their supervisor or other designated official if there is a substantial likelihood that such medication will affect job safety and the side effects of the drug(s).

7. Managers, Supervisors, and Lead Workers Must Attend Training To Recognize Drug And Alcohol Abuse

(See [PRO-2002A](#) – General Responsibilities And/Or Expectations and PRO 2002B - Hiring Process For Positions With Safety Sensitive Duties and Training For All Supervisors)

8. All CDL Drivers Must Attend Training Regarding Drug and Alcohol Abuse Prior to

Performing Safety-Sensitive Duties and Prior to Drug and Alcohol Testing

Except: Pre-employment testing (See [PRO-2002B](#) - Hiring Process For Positions With Safety Sensitive Duties and Training for All Supervisors)

9. WDFW Human Resource Office Provides Information on Drug and Alcohol Free Workplace Program

10. WDFW Maintains Confidentiality and Privacy

Confidentiality and privacy will be maintained throughout all stages of the testing process including the reporting of test results. All alcohol and controlled substances testing shall be done in accordance with procedures set forth by the US Department of Transportation and approved by US Department of Health and Human Services (DHHS).

All records involving drug and alcohol testing information will be maintained in secure locations with controlled access in accordance with Federal regulations.

11. Employees Refusing to Comply With a Request For An Alcohol or Controlled Substance Test are in Violation

Refusing to comply with a request for testing of alcohol or controlled substances will be documented as a refusal and treated as a positive test result for controlled substances and/or an alcohol test result at the level of 0.04 breath alcohol concentration (see [PRO-2002D](#) – Consequences of Policy Violation)

Refusal to comply includes providing false information in connection with a test, attempting to falsify test results through tampering, contamination, adulteration, or substitution. Refusal to comply may include an inability to provide a specimen or breath sample without a valid medical reason or failure to proceed immediately to the collection site designated by WDFW ([See Appendix for Definitions](#)).

12. WDFW Employees Who Violate This Policy May Be Subject to Disciplinary Action (See [PRO – 2002D](#) – Consequences of Policy Violation.)

CDL Drivers found in violation of this policy shall:

1. not be permitted to perform or continue to perform safety-sensitive functions or other duties which may pose a hazard to the CDL Driver or others and;

2. be subject to appropriate disciplinary action and Federal mandates set forth in the Federal Omnibus Transportation Employee Testing Act of 1991

WDFW employees covered under WPEA who are found to be impaired on the job due to the use of controlled substances or alcohol may be subject to disciplinary action in accordance with existing laws and regulations, but the results of such drug or alcohol testing shall provide no independent basis for disciplinary action. WDFW may use the results of a drug or alcohol test to require an employee to successfully complete a rehabilitation plan. The rehabilitation plan terms may require the employee to pass all subsequent drug or alcohol tests. In this situation, the results of a subsequent drug or alcohol test may be the basis for disciplinary action.

WDFW employees covered under WFSE who have a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including dismissal, based on the incident that prompted the testing, including a violation of the drug and alcohol free work place policy.

WDFW employees covered under Coalition who have a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including dismissal, based on the incident that prompted the testing.

Non-represented employees who have a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including discharge.

13. WDFW Encourages Employees to Voluntarily Seek Treatment for Drug and Alcohol Abuse

Employees who voluntarily seek assistance will be removed from safety-sensitive functions or other duties that may pose a hazard to the employee or others. They must complete recommended treatment, including aftercare and provide documentation verifying completion of the treatment prior to resuming those duties (see [PRO-2002D](#)– Consequences of Policy Violation).

14. WDFW Pays for Alcohol and/or Initial Controlled Substance Testing

15. WDFW Employees May Request a Split Sample Test

If an employee's initial controlled substance test is positive, the employee may request the split sample be tested at WDFW's expense. If the test result is positive,

WDFW will charge the employee for the cost of the split sample testing.

16. WDFW Employees Are Considered On Duty while Traveling To and From and Participating in Drug and Alcohol Testing

Policy 2002 - APPENDIX

DEFINITIONS:

For the purpose of [Policy 2002 - Ensuring A Drug And Alcohol Free Workplace](#) and the accompanying procedures the following definitions apply:

Accident: For CDL Drivers - An occurrence involving a commercial motor vehicle operating on a public road that results in: 1) a fatality; 2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident and the CDL Driver receives a citation under state or local law; or, 3) one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle and the CDL Driver receives a citation under state or local law.

OR

For all employees except non-safety-sensitive employees covered by WFSE and WPEA: a work-related incident involving death, serious bodily injury, or significant property/environmental damage, or the potential for death, serious injury, or significant property/environmental damage, and when the employee's actions(s) or inaction(s) either contributed to the incident or cannot be completely discounted as a contributing factor.

An accident may be considered objective grounds, allowing a reasonable suspicion test.

Post-Firearm Shooting is also considered an "accident" under this policy for any employee except non-safety-sensitive employees covered by WFSE and WPEA:

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration (or content): The alcohol in a volume of breath expressed

in terms of grams of alcohol per 210 liters of breath as indicated by an Evidential Breath Test (EBT).

Alcohol Use: The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Breath Alcohol Technician (BAT): An individual who has undergone training equivalent to the National Highway Traffic Safety Administration's (NHTSA) model course. The BAT instructs and assists individuals in the alcohol testing process and operates an EBT approved by the NHTSA.

CDL Driver: Any permanent, seasonal career, probationary, temporary or intermittent employee performing duties which require possession of a CDL to operate a commercial motor vehicle. For the purpose of pre-employment/pre-duty testing, the term CDL Driver includes all prospective persons applying for positions with duties which require a valid CDL.

Commercial Driver's License (CDL), Commercial Motor Vehicle: A license required by a Commercial Motor Vehicle Safety Act of 1986 in order to operate a motor vehicle or combination of motor vehicles which: 1) has a gross combination weight of 26,0001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or 2) has a gross vehicle weight rating of 26,0001 or more pounds; or 3) is designed to transport 16 or more passengers, including the driver; or 4) is used in the transport of hazardous materials requiring placards.

Confirmation Test: For alcohol testing: a confirmation test means a second test, following a screening test of 0.02 or greater, which provides quantitative data of alcohol concentration. For controlled substances testing: a confirmation test means a second analytical procedure on the primary sample to identify the presence of a specific drug or metabolite. The confirmation test is independent of the screen test and uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

Contractor: The firm retained by WDFW to collect/transport/test samples collected, determine random testing, provide medical review officer services, report results to WDFW, etc.

Controlled Substances or Drugs (see RCW 69.50): Amphetamines, barbiturates, cocaine, marijuana, methaqualone, opiates, phencyclidine (PCP) inhalants, hallucinogens, prescription drugs, and any other substance, legal or illegal, that impairs or tends to impair an employee's physical or mental ability to perform his or her duties in a safe and competent manner. The following controlled substances

are tested for under the U.S. DOT Federal Omnibus Transportation Employee Testing Act of 1991 regulations and this policy: 1) Marijuana, 2) Opiates, 3) Cocaine, 4) Amphetamines, and 5) Phencyclidine (PCP).

Dilute specimen. A specimen with creatinine and specific gravity values which are lower than expected for human urine.

Firearm: A weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder or another propellant such as CO₂. Includes, but is not limited to, rifles, shotguns, pistols, tranquilizer or dart guns, paintball guns, net guns, pellet guns, and hazing equipment.

Firearm, Issued: Any firearm, as defined, which is issued to a WDFW employee or to a WDFW owned or operated facility which may be used by a WDFW employee in the performance of his/her duties.

Follow-up Test: Unannounced alcohol and/or controlled substances test conducted in accordance with the recommendations of the Substance Abuse Professional and requirements in the Return-to-Work Agreement. This test is conducted only after an employee has violated this policy.

Impaired: Observable and documented deterioration in work-related performance due to the use of alcohol, any type of controlled substances, or non-prescription drugs.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Objective Grounds: Examples may include but not be limited to:

1. Physical symptoms consistent with controlled substance and/or alcohol use;
2. Evidence or observation of controlled substance or alcohol use, possession, sale, or delivery; or
3. The occurrence of an accident(s) where a trained manager, supervisor or lead worker suspects controlled substance/alcohol use may have been a factor
4. Indications of the chronic use and withdrawal effects of controlled substances

Pre-Employment Test: A controlled substance test required prior to performance of safety-sensitive functions. This requirement also applies to current WDFW

employees who haven't previously performed safety-sensitive functions or those returning to safety-sensitive duties after a long absence.

Post-Firearm Shooting: Any shooting incident involving a person for any accidental discharge of a firearm for all employees except non-safety-sensitive employees covered by WFSE and WPEA. This also qualifies as an "accident" as defined above.

Reasonable Suspicion: For CDL Drivers - The belief that a CDL Driver has violated the alcohol or controlled substances prohibitions and this policy, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

For non-represented employees and employees covered by WPEA, WFSE, and Coalition – A reason to suspect that alcohol or controlled substance usage may be adversely affecting the employee's job performance or that the employee may present a danger to the physical safety of the employee or others. Specific objective grounds must be stated in writing that support the reasonable suspicion.

Refuse to submit/comply (to an alcohol or controlled substances test):

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see Sec. 40.63(c) of this title) a pre-employment test is not deemed to have refused to test;
- (3) Fail to provide a urine specimen and/or sufficient breath specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen and/or sufficient breath specimen because he or she has left the testing site before the testing process commences (see Sec. 40.63(c) of this title) for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see Sec. Sec. 40.67(l) and 40.69(g) of this title);
- (5) Fail to provide a sufficient amount of urine and/or sufficient breath specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical

- explanation for the failure (see Sec. 40.193(d)(2) of this title);
- (6) Fail or declines to take a second test the employer or collector has directed the driver to take;
 - (7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under Sec. 40.193(d) of this title. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
 - (8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or
 - (9) Is reported by the MRO as having a verified adulterated or substituted test result;
 - (10) A verified occurrence of tampering as reported by the collection site technician;
 - (11) As an employee, if you refuse to take a test, you incur the consequences of a positive drug test as specified in PRO-2002D – Consequences of Policy Violation

Residence: WDFW-owned or operated housing

Residence, Temporary: WDFW-owned or operated facility used for overnight lodging

Return to Duty Test: An alcohol and/or controlled substances test required after an employee violates this policy. Conducted upon the recommendation of the Substance Abuse Professional in accordance with the Return-to-Work Agreement prior to an employee returning to safety-sensitive duties.

Safety-sensitive Employees: Any employee who performs or may be subject to a call to perform safety-sensitive functions as defined. Also, any employee who is required to possess a Commercial Driver's License as part of his or her employment or who performs duties for WDFW utilizing a CDL.

Safety-sensitive Functions/duties: For CDL Drivers the typical safety-sensitive function is operating a commercial motor vehicle. It also includes all time spent loading or unloading a commercial vehicle, supervising or assisting in the loading or unloading, repairing, obtaining assistance, waiting to be dispatched, or remaining in attendance with a disabled vehicle by the CDL Driver or as otherwise set forth in 49 CFR 382.107. An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform or immediately available to perform any safety-sensitive function.

For employees covered by WPEA, includes the duties of positions in which an employee is issued a firearm, works with incarcerated minors or offenders, is required to operate state-owned motorized equipment, dispenses medication, or transports clients, students, citizens, patients, residents or offenders.

For employees covered by WFSE and Coalition, includes the duties of positions in which an employee is issued firearms and duties of licensed health care professionals who administer or dispense medications as part of their job duties.

For non-represented employees, includes duties of positions in which an employee is responsible for security on state property or ensuring public safety; or, administering or dispensing medication; or, may call for utilization of a firearm in performance of the duties.

Screening Test (initial test): In alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substances testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Split Sample or Split Specimen: In drug testing, it means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that the split sample be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Substance Abuse Professional (SAP): A licensed physician (Doctor of Medicine or Osteopathy); a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance professional; or a drug and alcohol counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC); or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC); or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC) who is knowledgeable about and has clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders and who qualifies under 49 CFR Part 40, Subpart O.

Under the Influence: Under the influence means that an employee is exhibiting behavior and/or has a physical appearance and/or odor leading supervisory staff to believe that the employee is impaired due to the use of alcohol, any controlled substances, or non-prescription drugs.

Department of Fish and Wildlife

Effective Date: 12/08/05

POLICY 4004

Replaces: Policy WDF 503, Policy WDW 1020, Policy M1206

Refer to: RCW 70.160, WAC 296-800-240 and Executive Order 88-06

Approved By: /s/ Jeff Koenings

POL - 4004 Smoking in Agency Vehicles and Facilities

This policy applies to all Department of Fish and Wildlife employees and volunteers except if policies and procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

1. Smoking is prohibited in agency facilities (except in designated areas) and vehicles

Employees living in state-owned or operated residences are exempt from this prohibition in their assigned residence.

2. No Smoking Signs will be Posted in Facilities

3. Supervisors are Responsible for Compliance

Department of Fish and Wildlife

POL-M1214

POLICY TITLE: Conflict of Interest/Ethics

Cancels: WDW 1107 & 1108

WDF 103 & 113

See Also: M1005, M1215-1223,
and M1216

POL-M1214 CONFLICT OF INTEREST/ETHICS

This policy is derived from Executive Order 93.02 Standards of Ethical Conduct for Executive Branch Employees and from RCW 42.18, Executive Conflict of Interest Act and RCW 42.52, State Ethics Law.

State government derives its authority from the citizens and exercises that authority solely for their benefit. The citizens have entrusted employees with the operation of state government and the stewardship of its human and environmental resources. To protect the public interest it is necessary that both public policy and the process for making public policy decisions be of the highest ethical standards. Employees are, therefore, obligated to treat their offices as a public trust, using their official powers and duties and the resources of the state only to advance the public interest. This obligation requires that all employees:

1. Be independent and impartial in the exercise of their duties, avoiding actions that create even the appearance of using their positions for personal gain or private benefit.
2. Strengthen public confidence in the integrity of state government by demonstrating the highest standards of personal integrity, fairness, honesty, and compliance with both the spirit and the letter of the law.
3. Create a work environment that is free from all forms of unlawful discrimination and harassment.
4. Manage human and environmental resources for the benefit and enjoyment of both current and future generations.
5. Conduct the public's business openly and to the maximum extent consistent with existing law, resolve doubtful cases in favor of free public access.

6. Serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is the primary mission of state government.
7. Promote an environment of public trust free from fraud, abuse of authority, and misuses of public property.
8. Protect the integrity of the decision making process by recognizing and avoiding conflicts between their public duties and private interests and activities.
9. Respect and protect privileged information to which employees have access in the course of their official duties.

The policies that follow comprise the Department's positions on Conflict of Interest and Ethics. Those policies are designed to assist employees in the performance of their duties for the state.

Department of Fish and Wildlife _____POL-M1201

POLICY TITLE: Preventing Sexual Harassment

Cancels: WDF 210 and WDW 1102

Effective Date: 23 June 1994

See Also: RCW 49.60 Sec 703

Approved By: Judith Goodman, Deputy
DirectorTitle VII of the Civil Rights
Act of 1964,
as amended in 1972,
EO 89-01, EEOC Guidelines

POL-M1201 PREVENTING SEXUAL HARASSMENTPURPOSE

This policy applies to any employee who believes he or she is the victim of sexual harassment.

The Department of Fish and Wildlife adopts a definition of sexual harassment.

Sexual harassment is defined as unwelcome, unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when any of the following occur:

1. Submission to such conduct, either explicitly or implicitly, is made a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or other Department-related decisions affecting an individual.
3. Such conduct unreasonably interferes with an individual's work performance or statutory rights, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can be in the form of verbal behavior such as unwanted sexual comments, suggestions, jokes, or requests for sexual behavior; non-verbal behavior such as gestures, leers, pictures, or cartoons; and physical behavior such as assault, molestation, touching, or repeated brushing against a person's body.

The Department of Fish and Wildlife does not tolerate sexual harassment in the workplace.

Sexual harassment is a violation of section 703, Title VII of the Civil Rights Act of 1964 and Law Against Discrimination, Chapter 49.06, Revised Code of Washington. Sexual harassment is unacceptable and will not be tolerated in the workplace.

The Personnel Office provides sexual harassment awareness training for employees.

The Personnel Office provides sexual harassment awareness training for all employees of six months or more. The training is included in the new employee orientation. In addition, supervisors provide a copy

of this policy and accompanying procedure to new employees within three days of hire and discuss them with the new employees.

The Department of Fish and Wildlife handles complaints of sexual harassment according to PROC-M-1201.1.

The Personnel Office follows PROC-M-1201.1 when responding to a complaint of sexual harassment. In determining whether alleged conduct constitutes sexual harassment, the investigator considers all of the circumstances and the context within which the alleged events occurred. To protect both sides, confidentiality is maintained as much as possible.

Upon determination that a violation of Title VII of the Civil Rights Act of 1964 or of 49.06 RCW appears to have occurred OR upon request of the complainant, the Personnel Office conducts a formal investigation.

Managerial and supervisory staff take immediate action when they become aware that harassing behavior has occurred, whether or not an employee has complained about it.

Managers and supervisors serve as agents of the Department of Fish and Wildlife. Therefore, any managers and supervisors who observe or have knowledge of incidents or practices that constitute sexual harassment by any employees in the agency take immediate action to stop the behavior and prevent further incidents. All such incidents are reported promptly to the Personnel Office.

Failure to take prompt, appropriate action constitutes misconduct and is cause for corrective or disciplinary action.

The Department of Fish and Wildlife does not tolerate retaliation against complainants.

Retaliation is defined as any activity that results from filing a sexual harassment complaint or participating in an investigation of a complaint, and that negatively affects working relationships between and/or among the parties.

The Deputy Director of the Department of Fish and Wildlife determines appropriate corrective or disciplinary action.

The Deputy Director makes the final decision as to the validity of the complaint and determines any corrective or disciplinary action. Corrective action may include, but is not limited to, oral counseling, memo of counseling, and/or letter of reprimand. Disciplinary action may include, but is not limited to, suspension, demotion, reduction in pay, and/or termination.

Effective Date: 08/16/06**POLICY 4001****Replaces: M1202****See Also: EO 93-03, RCW 51.32****WAC 357-26-015****Approved By: /s/ Jeff Koenings****POL-4001 ESTABLISHING REASONABLE ACCOMMODATION FOR
EMPLOYEES WITH DISABILITIES**

This policy applies to all WDFW employees, except if policies and procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

Definitions:

Reasonable accommodation: Reasonable accommodation includes but is not limited to:

- 1) Accommodation in application procedures, testing, and the interview process; or
- 2) Modifications or adjustments to a job, work method, or work environment that make it possible for a qualified person with a disability to perform the essential functions of a position, or enjoy the benefits and privileges of employment equal to employees without disabilities.

Person with a Disability:

- 1) Under the Americans with Disabilities Act, a person with a physical or mental impairment that substantially limits one or more major life activities; or
- 2) Under chapters 49.60 RCW and WAC162-22, an employee who has a sensory, mental or physical abnormality that substantially limits his/her ability to perform the job.

1. WDFW Will Provide Reasonable Accommodation When Appropriate

Reasonable accommodation may include:

- a) Alteration of job structure;
- b) Modification of facilities, furniture, or equipment;
- c) Provision of qualified sign language interpreters, readers, writers, materials in alternative formats; or
- d) Placement in a vacant funded position for which the employee has the knowledge, skills, and abilities to perform.

2. Human Resources Office Will Review Accommodation Requests

WDFW will consider the following factors when reviewing requests for accommodation:

- a) The extent of general use of the accommodation;
- b) The useful life of the accommodation;
- c) The likelihood the accommodation would increase or decrease productivity;
- d) The cost of providing the accommodation in relation to the expected benefit derived; and
- e) Other factors as may be warranted by the circumstances of a particular request.

3. Employees Are Encouraged To Participate in the Development of Ideas For Accommodation

4. Appointing Authority May Initiate a Disability Separation

Employees who request accommodation but cannot be accommodated in the current position, and placement in an alternative vacant funded position is not possible, will be notified in writing that the Appointing Authority is initiating a disability separation.

Section 2

Accident Prevention



Department of Fish and Wildlife

Effective Date: 3/20/02

POLICY - 2005

Cancels: WDF 501, 508, 509, 510, 512
WDW 1901, 1903

See Also: WDFW Safety Program Manual

Approved By: /s/ Jeff Koenings

POL - 2005 PROVIDING SAFETY AND HEALTH PROGRAMS

This policy applies to all WDFW employees and volunteers.

1. WDFW is Committed to Providing a Safe and Healthful Workplace Free of Recognized Hazards
2. WDFW Safety Office Maintains and Distributes the Safety Program Manual

The Safety Office maintains the Safety Program Manual to ensure it meets the Washington Industrial Safety and Health Act (WISHA) requirement for an effective and comprehensive written accident prevention program.

3. WDFW Supervisors and Managers Ensure That Employees Understand and Follow the Safety Program Manual

Updated: 3/13/02



Safety / Security Incident Report

☐ Medical
Emergency

☐ Injury Requiring
First Aid

☐ Vehicle/Equipment
Accident/Incident (SF-137)

☐ Security
Incident

☐ Unsafe/Hazardous
Condition

☐ Near Miss
Incident

Employee(s) Name (Last, First, MI)		Social Security Number		Work Phone		Home Phone	
Date of Incident / Accident		Facility Name/ Region		Program		Supervisor's Name / Work Phone #	

<table border="1"> <tr> <th>What is the part of the body affected?</th> <th>L/R</th> </tr> <tr><td>Abdomen</td><td></td></tr> <tr><td>Ankle(s)</td><td></td></tr> <tr><td>Arm(s)</td><td></td></tr> <tr><td>Back (lower, middle)</td><td></td></tr> <tr><td>Chest (includes ribs)</td><td></td></tr> <tr><td>Ear(s)</td><td></td></tr> <tr><td>Elbows</td><td></td></tr> <tr><td>Eye(s)</td><td></td></tr> <tr><td>Finger(s)</td><td></td></tr> <tr><td>Groin</td><td></td></tr> <tr><td>Hand(s)</td><td></td></tr> <tr><td>Head</td><td></td></tr> <tr><td>Hip</td><td></td></tr> <tr><td>Knee(s)</td><td></td></tr> <tr><td>Leg(s)</td><td></td></tr> <tr><td>Multiple Body Parts</td><td></td></tr> <tr><td>Neck</td><td></td></tr> <tr><td>Respiratory System</td><td></td></tr> <tr><td>Shoulder(s)</td><td></td></tr> <tr><td>Spine</td><td></td></tr> <tr><td>Toe</td><td></td></tr> <tr><td>Wrist(s)</td><td></td></tr> <tr><td>Other (describe)</td><td></td></tr> </table>	What is the part of the body affected?	L/R	Abdomen		Ankle(s)		Arm(s)		Back (lower, middle)		Chest (includes ribs)		Ear(s)		Elbows		Eye(s)		Finger(s)		Groin		Hand(s)		Head		Hip		Knee(s)		Leg(s)		Multiple Body Parts		Neck		Respiratory System		Shoulder(s)		Spine		Toe		Wrist(s)		Other (describe)		<table border="1"> <tr> <th>What is the nature of the injury?</th> </tr> <tr><td>Abrasion / Scratch</td></tr> <tr><td>Anxiety / Trauma</td></tr> <tr><td>Bite - animal / insect</td></tr> <tr><td>Burn - chemical</td></tr> <tr><td>Burn - thermal / radiation</td></tr> <tr><td>Carpal Tunnel Syndrome</td></tr> <tr><td>Contusion</td></tr> <tr><td>Crushed / Smashed</td></tr> <tr><td>Cut / Laceration</td></tr> <tr><td>Dermatitis / Illness</td></tr> <tr><td>Dislocation</td></tr> <tr><td>Electric Shock</td></tr> <tr><td>Foreign Body (in eye)</td></tr> <tr><td>Fracture</td></tr> <tr><td>Hearing Loss</td></tr> <tr><td>Heat Stroke</td></tr> <tr><td>Hernia</td></tr> <tr><td>Infection</td></tr> <tr><td>Irritation / Inflammation</td></tr> <tr><td>Multiple Injuries</td></tr> <tr><td>Overexertion</td></tr> <tr><td>Plant Toxin Exposure</td></tr> <tr><td>Poisoning</td></tr> <tr><td>Puncture</td></tr> <tr><td>Rash</td></tr> <tr><td>Sliver</td></tr> <tr><td>Sting- bee, insects</td></tr> <tr><td>Strains / Sprains</td></tr> <tr><td>Tendonitis</td></tr> <tr><td>Near Miss (describe)</td></tr> <tr><td>Other (describe)</td></tr> </table>	What is the nature of the injury?	Abrasion / Scratch	Anxiety / Trauma	Bite - animal / insect	Burn - chemical	Burn - thermal / radiation	Carpal Tunnel Syndrome	Contusion	Crushed / Smashed	Cut / Laceration	Dermatitis / Illness	Dislocation	Electric Shock	Foreign Body (in eye)	Fracture	Hearing Loss	Heat Stroke	Hernia	Infection	Irritation / Inflammation	Multiple Injuries	Overexertion	Plant Toxin Exposure	Poisoning	Puncture	Rash	Sliver	Sting- bee, insects	Strains / Sprains	Tendonitis	Near Miss (describe)	Other (describe)	<table border="1"> <tr> <th>What contributed to the cause? (can be more than one)</th> </tr> <tr><td>Absorption</td></tr> <tr><td>Allergic reaction</td></tr> <tr><td>Bypassing safety device</td></tr> <tr><td>Caught in, under, between</td></tr> <tr><td>Contact with electrical current</td></tr> <tr><td>Contact with temp. extremes</td></tr> <tr><td>Driving errors</td></tr> <tr><td>Exposure to toxics</td></tr> <tr><td>Facilities/ equipment</td></tr> <tr><td>Failure to follow safety rules</td></tr> <tr><td>Failure to get assistance</td></tr> <tr><td>Fall on object/ object/ ground</td></tr> <tr><td>Hazard in the workplace</td></tr> <tr><td>Horseplay</td></tr> <tr><td>Improper lifting/ pushing</td></tr> <tr><td>Improper use of equipment</td></tr> <tr><td>Improper use of hands</td></tr> <tr><td>In a hurry</td></tr> <tr><td>Inadequate instruction</td></tr> <tr><td>Inattention to surroundings</td></tr> <tr><td>Inhalation / swallowing</td></tr> <tr><td>Noise</td></tr> <tr><td>Operating at unsafe speed</td></tr> <tr><td>Overexertion</td></tr> <tr><td>Procedures</td></tr> <tr><td>Pre-existing condition</td></tr> <tr><td>Repetitive motion</td></tr> <tr><td>Rubbed / abraded</td></tr> <tr><td>Slip/ trip/ fall</td></tr> <tr><td>Stress</td></tr> <tr><td>Struck against/ struck by</td></tr> <tr><td>Training (improper)</td></tr> <tr><td>Unsafe position</td></tr> <tr><td>Using unsafe equipment</td></tr> <tr><td>Wearing unsafe clothing</td></tr> <tr><td>Working on moving equip.</td></tr> <tr><td>Other - (describe)</td></tr> </table>	What contributed to the cause? (can be more than one)	Absorption	Allergic reaction	Bypassing safety device	Caught in, under, between	Contact with electrical current	Contact with temp. extremes	Driving errors	Exposure to toxics	Facilities/ equipment	Failure to follow safety rules	Failure to get assistance	Fall on object/ object/ ground	Hazard in the workplace	Horseplay	Improper lifting/ pushing	Improper use of equipment	Improper use of hands	In a hurry	Inadequate instruction	Inattention to surroundings	Inhalation / swallowing	Noise	Operating at unsafe speed	Overexertion	Procedures	Pre-existing condition	Repetitive motion	Rubbed / abraded	Slip/ trip/ fall	Stress	Struck against/ struck by	Training (improper)	Unsafe position	Using unsafe equipment	Wearing unsafe clothing	Working on moving equip.	Other - (describe)	<table border="1"> <tr> <th>What were the conditions during the incident?</th> </tr> <tr><td>Chemical fires</td></tr> <tr><td>Confined Space</td></tr> <tr><td>Defective Equipment</td></tr> <tr><td>Electrical Fire</td></tr> <tr><td>Excessive exposure</td></tr> <tr><td>Failure of tool or equip.</td></tr> <tr><td>Faulty floor or surface</td></tr> <tr><td>Hazardous material</td></tr> <tr><td>Improper Supervision</td></tr> <tr><td>Indoor Air Quality</td></tr> <tr><td>Liquid spill</td></tr> <tr><td>New or modified equip.</td></tr> <tr><td>Obstructions present</td></tr> <tr><td>Poor design/ arrangement</td></tr> <tr><td>Poor housekeeping</td></tr> <tr><td>Poor lighting</td></tr> <tr><td>Slippery floor</td></tr> <tr><td>Unsafe clothing</td></tr> <tr><td>Weather - fog / ice / rain / snow / wind</td></tr> <tr><td>Other - (describe)</td></tr> </table>	What were the conditions during the incident?	Chemical fires	Confined Space	Defective Equipment	Electrical Fire	Excessive exposure	Failure of tool or equip.	Faulty floor or surface	Hazardous material	Improper Supervision	Indoor Air Quality	Liquid spill	New or modified equip.	Obstructions present	Poor design/ arrangement	Poor housekeeping	Poor lighting	Slippery floor	Unsafe clothing	Weather - fog / ice / rain / snow / wind	Other - (describe)
What is the part of the body affected?	L/R																																																																																																																																													
Abdomen																																																																																																																																														
Ankle(s)																																																																																																																																														
Arm(s)																																																																																																																																														
Back (lower, middle)																																																																																																																																														
Chest (includes ribs)																																																																																																																																														
Ear(s)																																																																																																																																														
Elbows																																																																																																																																														
Eye(s)																																																																																																																																														
Finger(s)																																																																																																																																														
Groin																																																																																																																																														
Hand(s)																																																																																																																																														
Head																																																																																																																																														
Hip																																																																																																																																														
Knee(s)																																																																																																																																														
Leg(s)																																																																																																																																														
Multiple Body Parts																																																																																																																																														
Neck																																																																																																																																														
Respiratory System																																																																																																																																														
Shoulder(s)																																																																																																																																														
Spine																																																																																																																																														
Toe																																																																																																																																														
Wrist(s)																																																																																																																																														
Other (describe)																																																																																																																																														
What is the nature of the injury?																																																																																																																																														
Abrasion / Scratch																																																																																																																																														
Anxiety / Trauma																																																																																																																																														
Bite - animal / insect																																																																																																																																														
Burn - chemical																																																																																																																																														
Burn - thermal / radiation																																																																																																																																														
Carpal Tunnel Syndrome																																																																																																																																														
Contusion																																																																																																																																														
Crushed / Smashed																																																																																																																																														
Cut / Laceration																																																																																																																																														
Dermatitis / Illness																																																																																																																																														
Dislocation																																																																																																																																														
Electric Shock																																																																																																																																														
Foreign Body (in eye)																																																																																																																																														
Fracture																																																																																																																																														
Hearing Loss																																																																																																																																														
Heat Stroke																																																																																																																																														
Hernia																																																																																																																																														
Infection																																																																																																																																														
Irritation / Inflammation																																																																																																																																														
Multiple Injuries																																																																																																																																														
Overexertion																																																																																																																																														
Plant Toxin Exposure																																																																																																																																														
Poisoning																																																																																																																																														
Puncture																																																																																																																																														
Rash																																																																																																																																														
Sliver																																																																																																																																														
Sting- bee, insects																																																																																																																																														
Strains / Sprains																																																																																																																																														
Tendonitis																																																																																																																																														
Near Miss (describe)																																																																																																																																														
Other (describe)																																																																																																																																														
What contributed to the cause? (can be more than one)																																																																																																																																														
Absorption																																																																																																																																														
Allergic reaction																																																																																																																																														
Bypassing safety device																																																																																																																																														
Caught in, under, between																																																																																																																																														
Contact with electrical current																																																																																																																																														
Contact with temp. extremes																																																																																																																																														
Driving errors																																																																																																																																														
Exposure to toxics																																																																																																																																														
Facilities/ equipment																																																																																																																																														
Failure to follow safety rules																																																																																																																																														
Failure to get assistance																																																																																																																																														
Fall on object/ object/ ground																																																																																																																																														
Hazard in the workplace																																																																																																																																														
Horseplay																																																																																																																																														
Improper lifting/ pushing																																																																																																																																														
Improper use of equipment																																																																																																																																														
Improper use of hands																																																																																																																																														
In a hurry																																																																																																																																														
Inadequate instruction																																																																																																																																														
Inattention to surroundings																																																																																																																																														
Inhalation / swallowing																																																																																																																																														
Noise																																																																																																																																														
Operating at unsafe speed																																																																																																																																														
Overexertion																																																																																																																																														
Procedures																																																																																																																																														
Pre-existing condition																																																																																																																																														
Repetitive motion																																																																																																																																														
Rubbed / abraded																																																																																																																																														
Slip/ trip/ fall																																																																																																																																														
Stress																																																																																																																																														
Struck against/ struck by																																																																																																																																														
Training (improper)																																																																																																																																														
Unsafe position																																																																																																																																														
Using unsafe equipment																																																																																																																																														
Wearing unsafe clothing																																																																																																																																														
Working on moving equip.																																																																																																																																														
Other - (describe)																																																																																																																																														
What were the conditions during the incident?																																																																																																																																														
Chemical fires																																																																																																																																														
Confined Space																																																																																																																																														
Defective Equipment																																																																																																																																														
Electrical Fire																																																																																																																																														
Excessive exposure																																																																																																																																														
Failure of tool or equip.																																																																																																																																														
Faulty floor or surface																																																																																																																																														
Hazardous material																																																																																																																																														
Improper Supervision																																																																																																																																														
Indoor Air Quality																																																																																																																																														
Liquid spill																																																																																																																																														
New or modified equip.																																																																																																																																														
Obstructions present																																																																																																																																														
Poor design/ arrangement																																																																																																																																														
Poor housekeeping																																																																																																																																														
Poor lighting																																																																																																																																														
Slippery floor																																																																																																																																														
Unsafe clothing																																																																																																																																														
Weather - fog / ice / rain / snow / wind																																																																																																																																														
Other - (describe)																																																																																																																																														

Security Incidents

Description:

Suspect Name:

Witness name:

Near Miss Incidents

Location:

What happened?

How to prevent in the future?

Unsafe / Hazardous Conditions

Nature of condition:

Action taken / needed to correct:

What happened?

How to prevent in the future?

Missing Equipment/Supplies

☐ Theft?

☐ Lost?

☐ Vandalized?

☐ Embezzeled?

Did you: Yes No

Receive First Aid? ☐ ☐

See a Doctor? ☐ ☐

Go to a Hospital/ Emergency Room? ☐ ☐

File or Re-open an L & I Claim? ☐ ☐

Claim # _____

Has the Doctor released the employee to go back to work? ☐ ☐

Modified duty? ☐ ☐

If so, please list dates:

Physician's name:

Phone #:

Address:

Incident Investigation

Note: When reporting the details of a safety/security incident, the goal is to thoroughly describe details that will help establish the root cause of the incident. This report is not intended to find fault or place blame, but to prevent future safety/security incidents and employee injuries. [If reporting property loss, itemize missing items utilizing WDFW32, Inventory Transfer Slip.](#)

TO BE FILLED OUT BY EMPLOYEES

Describe in detail the safety/security incident:

How could this incident be avoided in the future?

Employee Information:

How long have you worked for WDFW? _____ Employee Status: Permanent Temporary Career Seasonal Volunteer

Schedule = Hours per Day _____ Days per Week _____ Circle scheduled days off: M T W Th F Sat Sun

Employee Signature: _____ Position Title: _____ Date: _____

SUPERVISOR'S INVESTIGATION - MUST BE FILLED OUT BY SUPERVISOR

Supervisor's Name: _____ Phone # _____ Date / time incident reported to you: _____
(please print)

I have reviewed the detailed description of the safety / security incident and (circle one): I Agree I Disagree

Additional comments or incident description (based upon your investigation)

Supervisor Signature _____ Date _____

SAFETY COMMITTEE / SAFETY OFFICER

Comments or Recommendations:

[Make and distribute copies to:](#) - Safety Office (Olympia Headquarters MS 43200) - Site/Regional Safety Committee - Supervisor - Employee

[If for non-injury report:](#) make and distribute copies to: Risk Management (Olympia Headquarters MS43200) – Supervisor - Employee

[<< Back to Previous page](#)**Department of Fish and Wildlife****Effective Date: 8/21/2002****POLICY - 4011****Cancels:****Approved By: /s/ Jeff Koenings****See Also:** WAC 296-24-55001

WDFW POL 2001, M1604

Executive Order 96-05:

<http://www.governor.wa.gov/eo/eoarchive/eo96-05.htm>**POL - 4011 PREVENTING AND RESPONDING TO VIOLENCE IN THE WORKPLACE****This policy affects all employees and volunteers of WDFW as it relates to violence in the workplace.****Definitions:****Domestic violence:**

- A. Either physical, sexual, or psychological abusive behavior intended to establish and maintain control over a partner or family member; or
- B. Not solely a private, family dispute that affects only the people immediately involved, but crosses over to the workplace, adversely affecting the safety and productivity of victims and co-workers.

Facility:

Any building or structure owned, leased, rented, or occupied by WDFW where work activities take place.

Violent activities:

- A. Any attempt to cause personal harm to another person, whether successful or not;
- B. Any threat to do so; or
- C. Any other harassment intended to create a feeling of vulnerability or intimidation regardless of the sources, which could be a member of the public, a fellow employee or a family member.

Workplace:

Any office (including home office), facility, vehicle, property or field location assigned to an employee for work-related activities.

1. **WDFW Does Not Tolerate Violence in the Workplace by Employees or Others**
2. **WDFW Will Take Corrective or Disciplinary Action**

WDFW will take corrective or disciplinary action against an employee who:

- A. Commits a violent act in the workplace;
- B. While conducting state business uses state resources to commit a violent act; or
- C. Is arrested, convicted, or issued a permanent injunction as a result of violence, including domestic violence, when such action has a direct connection to the employee's duties.

3. Each Facility Will Establish and Maintain an Emergency Action Plan

Each facility must establish and maintain an Emergency Action Plan. The plan includes information used in the event of a hostile situation such as activating the local emergency response system (See Safety Manual <http://intranet.dfw.wa.gov/pgm/per/safetydocs.htm>).

4. WDFW Will Provide Personal Safety Training

WDFW will provide personal safety training dealing with hostile people and appropriate self-defense measures.

5. WDFW Will Provide Assistance to Employees Reporting Violence, Including Domestic Violence

- A. The Personnel Office will provide each workplace with materials to post about this policy, domestic violence, and available resources. Employees may confidentially obtain these materials.
- B. Supervisors will take any reasonable measure to reduce the risk to an employee, or others, if a potential violent incident might occur in the workplace.
- C. WDFW will provide support and assistance to employees who inform WDFW they are victims of violence, including domestic violence (See **Attachment A** below).

Assistance may include:

- (1) Confidential means for coming forward for help;
- (2) Resource and referral information;
- (3) Work schedule adjustments or leave as needed to obtain assistance;
- (4) Workplace relocation as feasible; and
- (5) Development of workplace safety plans.

6. No Penalties or Discipline Will Occur to Victims of Violence, Including Domestic Violence

Being a victim of violence, including domestic violence, will not result in the employee being penalized or disciplined.

7. WDFW Will Encourage Perpetrators of Violence, Including Domestic Violence, to Seek Help

WDFW encourages the perpetrators of violence, including domestic violence, to seek assistance which shall include referral to counseling services and information regarding certified treatment resources.

8. Employees Must Immediately Report Violent Activities in the Workplace, including Domestic Violence in the Workplace, to Supervisor or Designee

Supervisor or designee will, as appropriate, advise employee to:

- A. Obtain any necessary medical or psychological assistance;
- B. Report the incident to the local police department or sheriff's office.

9. Supervisors Will Immediately Respond to Reported Violent Activities

- A. Supervisor or designee will:
 - (1) Secure the work area where the incident occurred to assure that it is safe;
 - (2) Account for all employees and others in the area to ensure their safety;
 - (3) Report the incident to appropriate supervisory personnel and the Personnel Office;
 - (4) Provide for critical incident debriefing for victims, witnesses and other affected employees with the assistance of the Personnel Office; and
 - (5) Provide for prompt and accurate communication with outside agencies, media (see Attachment B), and law enforcement.
- B. Within **three (3) days** of the incident, provide written documentation of all violent activities to the Safety Office. Use the Safety/Security Incident Report Form (see Attachment C).
- C. If the incident results in a police investigation, the regional Enforcement Captain or Assistant Director for Enforcement may assign a Fish and Wildlife Officer to assist the local police jurisdiction and to monitor progress.

10. Supervisors Will Follow up with Victims of Violence in the Workplace

Supervisors in conjunction with the Personnel Office will provide information and other resources, if necessary.

11. Supervisor Will Provide Necessary Resources for Employees Working in Known Hostile Working Conditions

- A. Supervisor will provide appropriate support to employees when they must work in those areas;
- B. Necessary resources may include adequate communications equipment or working with another employee.

ATTACHMENT A

ASSISTING DOMESTIC VIOLENCE VICTIMS

- Be responsive when an employee who is either the victim or perpetrator of domestic violence asks for help.
- Maintain confidentiality. Information about the employee shall only be given to others on a need-to-know basis.
- Work with the victim, personnel office, safety office, manager, employee advisory service, available security staff, law enforcement, and community domestic violence programs, if necessary, to assess the need for and develop a workplace safety plan for the victim. Victims of domestic violence know their abusers better than anyone else. When it comes to their own personal safety, offer to assist them in developing a workplace safety plan, but allow them to decide what goes in it. The plan should be in writing, but be a living document, amended as warranted. If it is determined that other employees or clients are at risk, it is essential to take measures to provide protection for them.
- Maintain communication with the employee during the employee's absence. Remember to maintain confidentiality of the employee's whereabouts.
- Honor all civil protection orders. As appropriate, participate in court proceedings in obtaining protection orders on behalf of the employee.

COMPONENTS OF A WORKPLACE SAFETY PLAN

- Consider obtaining civil orders for protection and make sure that they remain current and are accessible at all times. A copy should be provided to the employee's supervisor, reception area, and security areas if there is a concern about the abusive person coming to the work site.
- The employee should consider providing a picture of the perpetrator to reception areas and/or security.
- A Department contact person should be identified for the employee to reach when needed.
- An emergency contact person should be identified should the employer be unable to contact the employee.
- Review the employee's parking arrangements for possible changes.
- Consider changing the employee's work schedule or location.
- Consider what steps need to be taken to provide for the safety of other employees and clients.
- Consider having the employee's telephone calls screened at work.

ATTACHMENT B

Dealing with the Press

In the event of a hostile incident, the press or other media may contact the facility with inquiries. If that occurs, the following do's and don'ts will provide a helpful guideline in making any response:

Do:

- Be helpful and courteous.
- Refer the reporter(s) to the local agency with appropriate jurisdiction when an incident occurs. For example, local police and sheriff's departments will investigate crimes; local fire departments will fight and investigate fires.
- In addition, you may also refer reporters to the WDFW public affairs office to coordinate responses to questions about employees' personnel information, personal background, details of their jobs, WDFW policies, etc.

Don't:

- Speculate.
- Provide any information about the incident. Let the responsible investigating agency do that.
- Be unavailable or say only "no comment".
- Provide personal information about an employee involved in the incident, such as marital status, home address or phone number, background or training, hospital to which he or she may have been taken, etc.
- Take a reporter to the scene of an incident. Let the responsible investigative authority do that.
- Comment on the progress of an official investigation.

ATTACHMENT C

[Safety/Security Incident Report \(WDFW 699\)](#)

Form WDFW 699 replaces the old *Supervisor's Report of Personal Injury or Accident* (Form WDFW 758). The new form is used to record injuries, accidents, medical emergencies, motor vehicle collisions, near misses, and security incidents. Print out the form (requires the free Adobe Acrobat Reader), fill it out in ink, then send it to the Personnel Office for processing.

DATE: February 9, 1990

CANCELS:

SEE ALSO:

Approved By: /s/ Curt Smitch

P O L I C Y

POL-1027 FIREARMS

This policy applies to all employees while on duty or while engaged in Department business.

1. Commissioned Employees Are Authorized to Carry Handguns

With the exception of employees engaged in duties involving the demonstration, instruction or exhibition of firearms, no other Department employee may carry or possess a handgun while on duty or while in an agency uniform or vehicle.

The Department issue handgun is the Mod. 66 Smith and Wesson stainless steel .357 revolver. Employees authorized to carry handguns may elect, at their expense, to carry an approved 9mm semi-automatic following inspection of the weapon by a firearms instructor, the completion of the semi-automatic transition course and qualification with the weapon.

Employees authorized to carry handguns shall not carry them in a conspicuous manner unless in uniform.

2. Employees, When Job Related, May Carry an Approved Rifle While On Duty.

Employees whose job specifications require routine involvement in the lethal dispatch of wounded or injured animals may, upon request and approval by their first-line supervisor, carry an approved rifle while on duty.

The Department issue rifle is the Mod. 700 Remington 30.06 bolt action. Other models may be authorized following approval by a Criminal Justice Training Commission (CJTC) certified Department of Wildlife firearms instructor. Authorized employees may also be issued confiscated rifles following forfeiture to the agency. No such forfeited weapon may be issued until inspected for safety by a certified firearms instructor.

3. Shotguns May Be Carried By Commissioned Employees and By Others When Engaged in Specific Activities.

Shotguns are considered to be a defensive weapon and are authorized to be carried only by commissioned employees. Other employees engaged in animal hazing/herding, control, specimen collection or other similar activity, may, upon request and approval by their first-line supervisor, carry an

approved shotgun while engaged in those specific activities.

The Department issue shotgun is the Mod. 870 Remington 12 gauge pump. Other models may be authorized following approval by a CJTC certified Department of Wildlife firearms instructor. Authorized employees may also be issued confiscated shotguns following forfeiture to the agency. No such forfeited weapon may be issued until inspected for safety by a certified firearms instructor.

4. Firearms Training is Required

Employees may not carry or possess any firearm with which they are not familiar. Upon request through the training office, agency firearms instructors will provide training designed to familiarize the employee with the specific firearms authorized.

5. Exceptions

Nothing in this policy prohibits the carrying, possession or use of tranquilizing guns, net guns or CO2 paintguns by employees who have received training in the safe use and handling of same. Nor does this policy prohibit the use of firearms for personal protection by employees trained in the use thereof while actually engaged in the study, tracking or capturing of large carnivores.

Department of Fish and Wildlife

Effective Date: 3/20/02

POLICY - 2001

Cancels: M1012

See Also:

Approved By: /s/ Jeff Koenings

POL - 2001 WORKING ALONE IN REMOTE LOCATIONS

This policy applies to all WDFW employees and volunteers who are assigned to work alone in a remote location.

Definition:

Remote Location: An isolated area away from a reasonable possibility of human contact.

1. The Program Establishes Specific Procedures to Ensure Safety

Each Program has responsibility for establishing specific procedures to ensure the safety of employees working alone who do not have reliable means of communication. Procedures shall include:

- A. A "checkout system" which notifies the Department when safely out of remote site; and
- B. Steps to take if employee is unaccounted for.

2. Supervisors Ensure Employees Will Communicate Location, Current Work Site and Estimated Time of Return

When working in a remote location, an employee notifies the immediate supervisor or designee according to established procedure.

Updated: 3/13/02

Section 3

Site and duty-specific Safety/Security Plans



Department of Fish and Wildlife _____POL-M1217

POLICY TITLE: Use of State Resources

Cancels: WDW 1107 & 1108 _____ Effective Date: 18 May 1995
WDF 103 & 113See Also: M1214-M1216, _____ Approved By: [/s/ Judith Freeman, Deputy](#)
M1218-M1223 _____ Director

POL-M1217 USE OF STATE RESOURCES**PUBLIC OFFICE-WHETHER ELECTED OR APPOINTED-MAY NOT BE USED FOR PERSONAL GAIN OR PRIVATE ADVANTAGE**

This policy is derived from Executive Order 93.02 Standards of Ethical Conduct for Executive Branch Employees and from RCW 42.18, Executive Conflict of Interest Act and RCW 42.52, State Ethics Law. Employees shall not utilize people, money or property under their control, direction or custody for their private benefit or gain or that of another.

1. Definitions

- A. Assist - means to help, aid, advise, furnish information to, or otherwise provide assistance to another person. The definition also includes a requirement that the employee both intends to assist the person and believes that the action will be of assistance to the person.
- B. Person - any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit.

2. Requirements

This policy complies with the statutory prohibition against an employee utilizing any of the state's resources for private benefit or gain. The statutory restrictions concerning the utilization of state resources are as follows:

- A. An employee may not use a person under his/her official direction or control for private benefit or gain to the employee or another;
- B. An employee may not use money under his/her official direction or control for the private benefit of gain of the employee or another;
- C. An employee may not use any property under his/her official control or custody for the private benefit or gain of the employee or another; and
- D. An employee may use public resources under his/her direction or control to benefit others when it is part of the employee's public duties.

Department of Fish and Wildlife

Effective Date: 1/2/2002

POLICY - 7008

Cancels: M1603 (7004)

Approved By: /s/ Jeff Koenings

See Also: WAC 292-110-010

POL - 7008 USING STATE-OWNED COMPUTING RESOURCES

This policy establishes the use of state-owned computing resources by WDFW employees. This policy applies to all WDFW employees.

Look here for [F.A.Q.s](#) regarding the Computer Use Policy.

Definitions:

Employee: Permanent, temporary, seasonal, volunteers, and those working under contract for WDFW.

IS Manager: WDFW Information Services Manager or designee.

State-owned Resources: Any money or property owned, issued or controlled by WDFW.

Computing Resources: Any computer hardware, software, data, or network resources, which WDFW makes available to its staff for the performance of official business.

Computer hardware – desktop and laptop computers, monitors, hand-held computing devices, printers, plotters, servers, and other types of electronic devices which are capable of being connected to a WDFW computer or network.

Computer software – operating system software, commercial or public domain application software, and WDFW-developed application software.

Computer data – information stored electronically, whether created by WDFW staff, purchased, or obtained from others.

Computer network resources – cabling, data jacks, switches, routers, modems, network servers, network operating system software, electronic mail (E-mail) systems, data and phone lines, and connections to other computers and the Internet.

Business Use: Use of state-owned resources by an official or employee of the state, authorized volunteer, or contractor, work experience program participant, student, or employee of another governmental jurisdiction as directed by his/her supervisor to accomplish state programs or as required by the duties of his/her position.

1. Limiting Computer Use to Official Business

WDFW will notify all employees that they must use computing resources for official business only. Encourage employees to use WDFW computing resources to carry out their assigned job requirements.

2. Employees Using State-Owned Computing Resources

Employees must use state-owned computing resources in an ethical, lawful, responsible, and non-discriminatory manner.

3. Permissible Uses of State-Owned Computing Resources

Permissible uses of state-owned computing resources include WDFW business, other WDFW-approved activities, employee job-related activities including professional development, and authorized limited (de minimis) personal use (WAC 292-110-010).

Examples of De Minimis Use:

The Executive Ethics Board provides interpretations of de minimis use related to state-owned computers on their web site at <http://ethics.wa.gov/> Rulings and opinions change frequently. Examples of de minimis use are;

- A. Limited infrequent personal use of e-mail.
- B. Communicating good will among employees such as holiday greetings.
- C. Informing family members that the work schedule will cause the employee to be late.
- D. Computer information made available by state agencies to all state employees for the purposes of providing benefits, explaining benefits, or describing resources for state employees.
- E. De minimis use MAY NOT include indiscriminate web surfing for personal use. Only those web sites reasonably related to state business may be accessed.

4. Prohibited Uses of State-Owned Computing Resources

As set forth in WAC 292-110-010 and this policy, state-owned computing resource uses are subject to the following prohibitions:

- A. Prohibited to use in promotion of outside business interests.
- B. Prohibited to support, promote, or solicit for any outside organization, charity, or group unless provided for by law or authorized by WDFW Director or designee.
- C. Prohibited to use to promote personal political or religious beliefs or affiliations.
- D. Prohibited to use to engage in sexual harassment, or create a hostile work environment.
- E. Prohibited to infringe copyrights or violate license agreements.
- F. Prohibited to discriminate on the basis of race, creed, color, marital status, religion, sex, national origin, veteran's status, age, disability, or sexual orientation.
- G. Prohibited to promote or engage in unlawful activity.
- H. Prohibited to cause malicious mischief or damage to any computing resource, or pursue illegal access to any computing resource.
- I. Prohibited to play computer games.
- J. Prohibited to access, transmit, display, chat, or post on the World Wide Web or Internet for reasons other than authorized business use, except permissible uses set forth in this policy.

5. WDFW Monitors Use of State-Owned Computing Resources

- A. WDFW has the right to access data that would normally fall under an employee's control, without the consent of the individual employee, when necessary to carry out business functions or to investigate possible misuse of the equipment.
- B. WDFW has the right to monitor employee network use to investigate abuse of network privileges and to ensure compliance with this policy.

6. IS Manager Maintains a Software Standards List [\(Software Standards List\)](#)

- A. Employees will not install non-standard software on state-owned computers without the approval of the IS Manager or designee.
- B. The IS Manager or designee will create and maintain sources of standard software downloaded from the Internet, and make them available for employee use on the Intranet or by other means.
- C. Employees will not use other sources for standard software downloads without the approval of the IS Manager or designee.
- D. Downloading of non-standard software from the Internet will be done only when needed for WDFW business.
- E. Downloading of non-standard software will only be done by employees trained in and using safe downloading practices prescribed by the IS Manager or designee.

7. E-Mails and Documents may be Subject to Public Disclosure

E-mails and documents may represent a public record and be subject to public disclosure. Employees shall follow the WDFW public records retention guidelines.

8. Use of Personally-owned Computer Equipment

- A. Personally-owned computer equipment may be used for WDFW business without restricting other personal use of the equipment
- B. An employee must follow the WDFW policy during usage of personally-owned computer equipment for WDFW business.
- C. When an employee connects personally-owned computer equipment to the state network they must adhere to WDFW policy during that connection.

Updated: 12/6/01

Effective Date: 12/21/05

POLICY 7001

Replaces: M1401

See Also: OFM SAAM Chapter 12

IRS Fringe Benefits Publication 15B

Approved By: /s/ Jeff Koenings

POL - 7001 ASSIGNING, USING AND MANAGING WDFW-OWNED MOTOR VEHICLES

This policy applies to WDFW employees except if policies and procedures are in conflict with or are modified by a bargaining unit agreement the agreement language shall prevail.

Definitions:

Major WDFW Locations: Olympia, Regional and District offices

Program Motor Pool: Pool of WDFW-owned vehicles not permanently assigned available for usage by all employees but the vehicle ownership is still retained by the program.

Official Residence: per OFM, the city, town or other location where the state official or employee maintains a residence that is used as their primary domicile.

Official Station: per OFM, the city, town, or other location where the state official or employee's office is located or work is performed on a permanent basis. Designation by the agency is to be determined by agency needs.

Official State Business: Activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office.

OFM: Office of Financial Management.

Permanently Assigned Vehicle: A passenger motor vehicle that has been assigned to an individual for a period greater than thirty days.

SAAM: State Administrative & Accounting Manual administered by OFM.

1. Programs Will Assign New Vehicles Based on Individuals Work Assignments

When assigning new vehicles, priority will be given to those individuals

whose work assignment requires them to drive a large number of miles.

2. Permanently Assigned Vehicles Must Meet the Criteria Set by OFM

At least one of the following conditions is to exist prior to each assignment of a passenger motor vehicle on a permanent status:

- a) The agency can demonstrate, or reasonable estimate:
 - 1) For vehicles less than five years old or with less than 75,000 miles, the travel requirements average at least 1,000 miles per month.
 - 2) For vehicles greater than five years old or with more than 75,000 miles, the travel requirements average at least 500 miles per month.
- b) This mileage is not to include any travel by the assignee between home and duty station. Those permanently assigned passenger motor vehicles that do not maintain these mileage minimums over a twelve-month period must be returned to the supporting motor pool.
 - 1) Individuals requiring the vehicle are on 24-hour call and **all** of the following conditions exist:
 - 2) A state-owned or leased passenger motor vehicle is not available on a 24-hour trip dispatch basis.
 - 3) It is not practical to provide for such transportation by the use of other agency vehicles.
 - 4) The frequency of such travel on call is greater than would justify requiring the person to use such individual's own personal vehicle. Frequency of calls established under this paragraph is to be submitted by each agency to the Director of the Office of Financial Management.
 - 5) A need exists for a specially equipped or special purpose passenger motor vehicle which limits the use or which is essential to a particular agency, program, individual, or purpose.

3. State-Owned Vehicles Are to Be Used Only in Conduct of Official State Business

4. Travel Between Designated Official Station and Official Residence Must Be Approved by Director or Authorized Designee and Meet Criteria Set by OFM as defined in SAAM Chapter 12.20.35

The following is the OFM criteria:

- a) When storing the vehicle at an employee's residence is more advantageous or economical to the state than the purchase, lease, or rental of a commercial garage or other parking facility. The security and safety of state property is to be considered in determining the storage location of state-owned or leased vehicles.
- b) When an employee's home is also the official station.
- c) When an individual commences a trip prior to the opening time of a motor pool or when the individual returns from or completes a trip later than the closing time of the state or agency motor pool.
- d) When, because of darkness, late hour, isolated location, the area has a record of crime, there is a threat to the personal security of the employee, or there is a reasonable basis for fear or uneasiness of personal safety in returning a passenger motor vehicle to a motor pool or to its customary storage area.
- e) When it is economical or advantageous to the state to allow such incidental travel in a state-owned or leased passenger motor vehicle, or as part of a commute trip reduction program as required by RCW 70.94.551. (Also refer to RCW 43.41.140).
- f) Use by other law enforcement or investigative employees or emergency highway maintenance employees who are on 24-hour call and whose duties require use of assigned passenger motor vehicles during what would be classified as other than scheduled working hours. In this situation actual off- duty calls requiring use of the passenger motor vehicle must average a minimum of ten (10) times per month per calendar quarter.

Note: Internal Revenue Service (IRS) Fringe Benefits/Publication 15-B may be applicable.

- 5. **WDFW Does Not Allow Usage of State-Owned Vehicles for Commuter Ride Sharing**
- 6. **WDFW Does Not Allow Contractors to Use State-Owned Vehicles Without Prior Approval From the Director/Deputy Director**
- 7. **Employees Must Exercise Maximum Conservation Practices in Use of State-Owned Vehicles**

Employees are to consolidate trips where possible, driving within the legal speed limits and employ other means as necessary to achieve energy conservation.

8. **Available State-Owned Vehicles Should Be Utilized Over Privately-Owned Vehicles**

Supervisors must give prior approval for the use of a privately owned vehicle in the conduct of official state business.

9. **WDFW Program Motor Pools Are to Be Available at All Major WDFW Locations**

At each location, programs are to maintain a current list of vehicles not permanently assigned, listing vehicles that are available and who to contact to utilize the vehicle.

10. **All Vehicles Not Permanently Assigned Are to Be Included in a Motor Pool**

Vehicles are to include specially equipped vehicles such as 4x4s, vehicles capable of towing trailers/ boats, flat bed trucks etc.

11. **Priority is to Be Given to the Program That Owns the Pool Vehicle Otherwise Vehicles Will be Available on a First-Come, First-Served Basis**

12. **Use of All Vehicles to Be Reviewed By Program Assistant Director or Designee on a Yearly Basis**

The Program Assistant Directors or designee is to review use of all vehicles for the following mileage compliance:

- a) For vehicles less than five years old or with less than 75,000 miles, the travel requirements average at least 1,000 miles per month.
- b) For vehicles greater than five years old or with more than 75,000 miles, the travel requirements average at least 500 miles per month.

13. **The Director or Authorized Designee Maintains Authority to Make Exception to Policy**

Department of Fish and Wildlife

Effective Date: 07/01/05

POLICY 7010

Replaces: Policy 1029, Policy M1401, Policy M1501

See Also: RCW 46.20.001, RCW 46.29.490, RCW 43.03.060, RCW 46.30, State Administrative and Accounting Manual – Chapter 12, PRO-7010A - Driving Safety Program, PRO-7010B – Reporting Vehicle Collisions, PRO-7010C - Reporting or Disposing of Damaged Vehicles, Policy 7001- Assigning, Using and Managing WDFW-owned Motor Vehicles

Approved By: /s/ Jeff Koenings

POL 7010 – OPERATING STATE OWNED/LEASED OR PRIVATELY OWNED VEHICLES WHILE CONDUCTING OFFICIAL STATE BUSINESS

WDFW Considers Safety a Priority.

This policy applies to all WDFW employees, contractors, and volunteers except if policies and procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

Definitions:

For purposes of using vehicles while conducting official state business, the following definitions apply:

Official State Business: Activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office.

State Drivers: Persons who are **authorized** by the agency head or designee to operate a state vehicle or a privately owned vehicle used for conducting official state business. They include: state employees, volunteers, students (high school or college students that are 18 years of age and have a minimum of two years of driving experience).

State Vehicle: A motor vehicle owned, rented, leased, or otherwise under the

possession and control of the State. A rental vehicle is a state vehicle if it is rented by a duly authorized employee at the cost of the State and is solely for official state business. The use of a state vehicle must be authorized by the agency head or designee and used only for official state business.

Privately Owned Vehicle (POV): A vehicle privately owned, leased, or borrowed by a state driver for which the driver receives or is entitled to receive monetary reimbursement or per diem when the vehicle is used to conduct official state business. The state driver is responsible to maintain vehicle insurance on the POV in compliance with Washington mandatory liability insurance requirements as defined in RCW 46.29 and RCW 46.30. and State Administrative and Accounting Manual (SAAM) – 12.40.20.

15-Passenger Van Driver – Employees, student-employees, students, and volunteers operating 15-passenger vans under the direction of a state agency, university, or community or technical college.

Authorized Passengers – Individuals authorized by the agency head or designee to ride as passengers in a [state vehicle](#) driven by a [statedriver](#) conducting official state business. Authorized passengers can include students, volunteers, contractors, clients, and private citizens.

Unauthorized Passengers – Those passengers not engaged in performing official state business and/or not specifically authorized by the agency head or authorized designee. Unauthorized passenger can include, but are not limited to, family members, relatives, friends, and pets.

Student – A student, as used for the purposes of this policy, is a person that a high school, or state university or community/technical college determines meets their criteria for student status. A student who performs work for compensation by an agency or college meets the state employee definition. Per WAC 296-125-030(2) minors (those under 18 years of age) are prohibited from performing jobs that require motor vehicle operation. All student drivers must have a minimum of two years of driving experience.

Volunteer – A volunteer is a person, other than an emergency services worker as described by [RCW - Chapter 38.52](#), who, of his/her own free choice, performs any assigned or authorized duties for the state or any agency thereof. A volunteer receives no wages, and is registered and accepted as a volunteer by the state or any agency thereof, for the purpose of engaging in authorized volunteer service. A volunteer may be granted reimbursement for actual expenses necessarily incurred in performing his or her assigned or authorized duties.

1. Drivers Must Exercise Maximum Energy Conservation Practices

Consolidate trips where possible, drive within legal speed limits, and employ other means as necessary to achieve energy conservation.

2. State Drivers Must Promptly, Personally Report and Resolve Citations, Tickets, or Fines Generated While Operating a State Vehicle

(see [PRO-7010A](#) – Driving Safety Program)

3. Prompt Review and Appropriate Follow-Up Will Occur in All Instances Of Complaints Regarding Drivers

(see [PRO-7010A](#) - Driving Safety Program)

4. All Drivers Must Have in Their Possession a Driver's License Recognized as Valid Under Washington State Law

(see [PRO-7010A](#) – Driving Safety Program)

5. Drivers Must Report When Their Driver's License, Or Endorsement Needed For Work Duties, Has Been Revoked, Suspended, or Is Invalid.

6. State-Owned or Leased Passenger Motor Vehicles Must Only Be Used For Official State Business

Exceptions are as otherwise provided by law or by regulations of the Office Of Financial Management.

When a state-owned or leased passenger motor vehicle is being operated, any person exercising control over and/or operating the vehicle is expressly prohibited from engaging in the transportation of unauthorized passengers.

Transporting of unauthorized passengers in a privately owned vehicle while driving on official state business is considered a personal decision. The state of Washington will not provide excess liability protection to any unauthorized passengers in the event of an accident.

7. Drivers Must Operate Vehicles in a Safe, Professional Manner and Comply with all

Applicable Traffic Laws and Regulations

8. All Drivers Must:

- a. Comply with WDFW smoking policy (POL-4004)
- b. Not drive while under the influence of intoxicating beverages or drugs (including prescription drugs) that may affect the driver's ability to operate motorized equipment.
- c. Not use or possess alcohol/intoxicating substances in a state vehicle.
- d. Not transport alcohol/intoxicating substances in the passenger compartment of a privately owned vehicle while conducting official state business unless transporting such substances is within the driver's official state duties. Alcohol containers should be stored in the trunk or otherwise contained in accordance with state law regarding open containers as referenced in [RCW 46.61.519](#) unless in conflict with or modified by a bargaining unit agreement, the agreement language shall prevail.
- e. Not use radar or speed detecting devices in state vehicles.
- f. Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.
- g. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.
- h. Adjust driving speed and vehicle equipment (i.e., use of lights, tire pressure, etc.) to changing weather conditions. Additionally, the driver is to alter travel plans as needed for personal safety due to inclement weather or sudden illness.
- i. Not transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.
- j. Properly wear, and require passengers to wear, provided safety belts at all times the vehicle is in operation. Ensure that authorized passengers under the age of 16 years of age are properly restrained in safety belts or car seats. (Refer to Washington Traffic Safety website at <http://www.wa.gov/wtsc/law.htm> for guidance)
- k. Avoid cell phone use while driving.
- l. Select well-lit, safe areas for parking state vehicles, if possible. Place valuable equipment out of view when feasible and lock the vehicle when unattended.

9. The Driver and Supervisor Must Complete the WDFW Driving Safety Program Prior to Driving

(See [PRO-7010A](#) – Driving Safety Program).

10. Driver Must Meet All Requirements in Chapter 12.20.25 of the SAAM to Operate a 15-Passenger Van

See <http://www.ofm.wa.gov/policy/12.htm>

11. Drivers Must Immediately Report All Vehicle Collisions Involving Vehicles (Including POVs) Used on Official State Business

(See [PRO-7010B](#) – Reporting Vehicle Collisions)

12. Drivers Must Comply With Mandatory Liability Insurance Requirements When Using POVS for Official State Business

See ([RCW 46.29](#) and [RCW 46.30](#))

OFM Glossary: [POVs](#) & [Official State Business](#)

A driver of a POV involved in an accident while on official state business is covered by his/her private insurance policy. This insurance policy is considered "primary" for payment of all losses/recoveries arising from an accident while driving a POV. The cost of insurance is considered to be covered by the state's mileage reimbursement rate.

Note: The state does not reimburse state drivers for insurance deductibles.

The Washington Self-Insurance Liability Program will act as an "excess policy" in the event limits of the private insurance policy are exhausted. Under certain circumstances, the state may assist in the defense and settlement of claims, including possible lawsuit defense, if warranted.

Effective Date: 12/21/05

POLICY 7002

Replaces:

See Also: 7003

Approved By: /s/ Jeff Koenings

POL - 7002 PROTECTING AND ACCOUNTING FOR INVENTORY

This policy applies to all WDFW employees except if policies and procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

Definitions:

Capitalized Fixed Assets: All land acquisition regardless of cost and all remaining fixed assets with a unit cost of \$5,000 or greater.

Fixed Assets: Tangible assets acquired by the state through donation, gift, purchase, capital lease, or self-construction with a life expectancy of more than one year, e.g., land buildings, improvements other than buildings, furnishings and equipment, and construction in progress. Fixed assets do not include depletable resources such as minerals or timber.

Inventoriable Fixed Assets: All capitalized, small and attractive assets, and equipment (regardless of cost), which requires a Washington state license plate.

Small and Attractive Assets: Fixed assets with a unit acquisition cost of less than \$5,000 and more than \$300 that the agency considers particularly vulnerable to loss as defined by WDFW risk assessment. Weapons, boats, ATV's, snowmobiles, and snowcats are considered small and attractive assets regardless of cost.

1. WDFW Risk Assessment Establishes Small And Attractive Assets

WDFW Risk Assessment establishes Small and Attractive Assets (Attachment A) with total acquisition cost of between \$300.00 and \$4,999.99.

EXCEPTION: The exceptions are weapons, boats, ATV's, snowmobiles and snowcats, they are inventoried regardless of cost.

2. WDFW Maintains Inventory Control on Fixed, Capitalized Fixed, and Small and Attractive Assets

A permanently affixed bar coded inventory tag will be used for identification on inventoriable assets. If inventory tag will not adhere to the item, employee is to either engrave or paint the inventory number on the item.

3. Employees Responsible for Inventory Tag Replacement

Employees receiving and accepting inventoriable fixed assets will be responsible for placing assigned inventory tag on the appropriate asset.

4. Employees Responsible for Inventoriable Assets in their Possession

Employees will:

- A. Report all lost or stolen assets as provided in WDFW policy M1503.
- B. Handle surplus of asset as described in the Fiscal Office "How to" instructions.
- C. Safeguard assets from misuse, theft, loss or destruction.
- D. Transfer assets as described in the Fiscal Office "How to" instructions.

5. Supervisors Responsible for Compliance

WDFW supervisors are responsible for their employees complying with this policy.

6. Purchasing Staff Accounts for Inventoriable Assets Records

Purchasing staff will:

- A. Conduct physical inventory for each location at least once every other fiscal year.
- B. Maintain centralized records of all inventoriable assets as described in OFM Policy 30.40.30.
- C. Reconcile physical inventory with permanent inventory records as described in OFM Policy 30.45.40.

7. Fiscal Office Accounts for Fixed Assets

The Fiscal Office is responsible for reporting the accounting information described in OFM Policy 85.65.52 thru 85.65.64 of fixed assets.

8. Real Estate Staff Account for Real Estate Holdings

Real Estate staff will:

- A. Maintain centralized records of all real estate holdings as described in OFM Policy 30.40.30.
- B. Reconcile physical inventory with permanent inventory records as described in OFM Policy 30.45.40.

Attachment A
POL-7002

Small and Attractive Assets

<u>Commodity Code</u>	<u>Item</u>
2806	Engines (gas and outboard marine)
3695	Chain saws
4521	Space heaters (portable)
5820 -5822	Communications equipment (audio, video and radios)
5825	G.P.S. unit
6630	Portable Breath Tester
6651	Optical devices, binoculars, telescopes, infrared viewers, rangefinders and spotting scopes
6710 - 6730	Cameras (motion, still and digital)
7012 - 7013	Microcomputer systems, laptops, notebook computers, hand-held computer devices
7420 - 7450	Office equipment – Calculators, typewriters etc
7730	Record players, radios, television sets, tape recorders, VCR's, video cameras (home type)
REGARDLESS OF COST	
1005 - 1095	Weapons, firearms, signal guns and accessories - regardless of cost
1920-1990	Boats
2340	ATV (All Terrain Vehicle)
2430	Snowmobile, snowcat



EMPLOYEE/VOLUNTEER ACCOUNTABILITY LIST

Employee's Name

Hire Date

Address, City, State, Zip

Transfer/Termination Date

The following items have been assigned to the above-named individual:

Keys, list number and type: _____

Card Key, list number: _____

Petty Cash Custodian: Yes ☐ No ☐

Employee I.D. Card: Yes ☐ No ☐

Telephone Credit Card #: Yes ☐ No ☐

SCAN Access Code #: Yes ☐ No ☐

Credit Cards, list type: _____

Cellular Phone # _____

Computer password/log-on ID: Yes ☐ No ☐

Software/Manuals, list: _____

University of Washington Computer Account # Yes ☐ No ☐

Inventory Description	Inventory #	Serial #
COMPUTER CPU		
COMPUTER MONITOR	N/A	
DESK	N/A	
CHAIR		

I have received the above items and understand the items must be returned to my supervisor prior to my termination with the Washington State Department of Fish and Wildlife (WDFW). Any outstanding dailies, leave slips, travel vouchers/advances and forwarding address will be provided to my supervisor prior to my termination with WDFW. Equipment Transfer Slips are attached.

Employee's Signature / Date

Supervisor: It is your responsibility to require that the above items are returned to you, or inventoried prior to an employee's transfer or termination. SCAN access code must be canceled prior to the employee's last day of employment with the agency.

cc: Supervisor

WDFW 897 (8/98)

Department of Fish and Wildlife

POL-M1404

POLICY TITLE: Property and Equipment Assigned to
Employees/Volunteers

Replaces: New

See Also: WDFW Policy 1024 Draft
WDFW Policy 1027 Draft
WDFW Policy 1227 Draft
WDFW Policy 1403
WDFW Policy 1503 Draft

POL-M1404 PROPERTY AND EQUIPMENT ASSIGNED TO EMPLOYEES/ VOLUNTEERS

ALL employees/volunteers will be accountable for the proper use and care of all property and equipment used in the conduct of their official duties. This policy governs the use and assignment of tangible assets and intangible items such as keys and credit cards.

Permanently assigned property and equipment are tangible assets that exceed \$300 in cost and have a minimum useful life of one year.

Temporarily assigned property and equipment are items assigned on an as needed basis. A temporary assignment is for a specific task of identifiable duration from a central location. For these items a Sign Out/In Log with dates will replace the Employee Accountability Form (WDFW 897).

Supervisors will give this policy and the accompanying procedure to all employees/volunteers who report directly to them.

Employees/volunteers will exercise prudent judgment and show responsibility in safeguarding WDFW controlled assets assigned to them from misuse, theft, loss or destruction.

Each employee/volunteer will maintain a list (WDFW 897 Employee Accountability Form) of all WDFW controlled permanently assigned property in their possession. Each program or unit may design their own form if it contains all the elements contained in the Employee Accountability Form (WDFW 897).

At the time of termination, retirement, or reassignment the employee/volunteer must surrender all items to the first line supervisor for a comparison with the Employee Accountability Form (WDFW 897). When the comparison is completed, the employee/volunteer (if available) and the individual who did the visual inspection will sign and date the Employee Accountability Form (WDFW 897). If any items are unaccounted for WDFW may withhold an employee's final pay check pending the return of the missing assets.

Periodically the Internal Auditor and Purchasing staff will review for compliance. Records will also be subject to audit by state and federal auditors.

Supervisors will evaluate all employees for compliance with this policy. They will report any failure to comply to management. Management will take corrective or disciplinary action per Merit System Rules when appropriate.

DRAFT ONLY

MANDATORY SAFETY, HEALTH & ENVIRONMENTAL TRAINING

Notice: Shaded boxes indicate Mandatory Training Requirements, *based on work duties*, that apply to all Agency regular, temporary, seasonal staff and volunteers. Drag cursor over training title and click training links for more information.

	New Employee Orientation Checklist	Hazard Communication Program	Formaldehyde Safety	Basic First Aid / CPR	Back/Lifting Safety	Bloodborne / Airborne Pathogens (within 15 days of hire)	Hearing Conservation Testing & Training	Personal Protective Equipment (PPE)	Respiratory Protection Program Training & Fit test	Respirator Use Certification (by Doctor or PLHCP)	DOT Hazardous Materials Transportation	(RCRA) Hazardous Waste Generation	Hazardous Substance Emergency Response Training (HAZWOPR)	Commercial Pesticide Applicator Certification	Site specific Emergency Action Plan
Frequency	OneTime	One Time	annual	every 2yrs	every 2yrs	every 2yrs	annual	One Time	annual	One time	every 3yrs	annual	annual	every 5yrs	annual
Training Links	Click here	Click here			Click here		Click here	Click here	Click here	Click here	Click here	Click here	Click here	Click here	
All Agency Staff															
Hatchery Specialist															
Fish Health Specialist															
Construction Shop															
Lake Rehab Staff															
Enforcement Officer															
Agency Diver															
Wildlife Area Staff															
Access Area Staff															
Biological Field Staff															
Agency Pilot															
Spartina Staff															
Laboratory Staff															
Oil Spill Team															

MANDATORY SAFETY, HEALTH & ENVIRONMENTAL TRAINING

[illegible]

MANDATORY SAFETY, HEALTH & ENVIRONMENTAL TRAINING					
OSHA 10-Hour Construction Safety Course	OSHA 30-Hour Construction Safety Course	First Aid/CPR/AED Training	Fall Protection Training	Scaffolding Training	Trenching and Shoring Training
Excavation and Trenching Safety	Heavy Equipment Operation	Lifting Techniques	Power Line Safety	Rigging and Hoisting	Confined Space Entry
Hazardous Waste Handling	Hot Work Safety	Job Safety Analysis (JSA)	Machinery Safety	Personal Protective Equipment (PPE)	Rescue and Emergency Procedures
Site-Specific Safety Training	Subcontractor Safety Orientation	Weather-Related Safety	Welding Safety	Working at Heights	Other Project-Specific Training

[illegible]

WASHINGTON DEPARTMENT OF FISH & WILDLIFE
HAZARDOUS CHEMICAL COMMUNICATION PROGRAM
CERTIFICATION OF GENERAL TRAINING

This will certify that I, _____
(Print Name)
have received instructions on the Hazardous Communication Program, and safe use of chemicals
used within the Department of Fish & Wildlife. I am aware that emergency information is written
in Material Safety Data Sheets along with emergency phone numbers in case an over exposure to
hazardous substances used within the Department of Fish & Wildlife occurs.

Social Security Number:

Signature

Date

WASHINGTON DEPARTMENT OF FISH & WILDLIFE
HAZARDOUS CHEMICAL COMMUNICATION PROGRAM
CERTIFICATION OF SPECIFIC TRAINING

This will certify that I, _____
(Print Name)

have been instructed of the hazards and safe use for dangerous substances listed below that I will be working with at.

Location

Signature

Date

PRODUCT		PRODUCT NUMBER	MANUFACTURER	DATE	EMPLOYEE INITIALS	SUPERVISOR INITIALS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

WDFW JOB HAZARD & PPE MATRIX

	Lifejacket	Safety Glasses	Safety Goggles	Latex/Nitrile Exam Gloves	Leather/Cut-Proof Gloves	Chemical Resistant Gloves	Rubber Lineman Gloves	Hearing Protection	Chainsaw Chaps	Welding Safety Gear	Respirator	Chemical Resistant Apron	Safety Face shield	Eyewash station	Proper ventilation	High visibility clothing	Substantial Footwear	Safety Toe Footwear	Motorcycle/ATV Helmet	Construction Hard Hat	Fall Protection Gear	Flight Safety Equipment
General Field Work (L&I PPE link)	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link
Working near 4ft or greater drop in work surface																						
Docks or surfaces above/near knee-deep or greater water																						
Boat operation or working on vessels.																						
Gas engines (generators, compressors, pumps.....etc.)																						
Gas powered tools (lawnmower, weed eater,blowers,etc)																						
Pouring of gasoline and oils																						
Use of ATV, snowmobiles or motorcycles																						
Working in airplanes or helicopters																						
Working on roadway or on road shoulder																						
Chainsaw Use																						
Biological Field Work																						
Boat electro -shocking																						
Snorkeling Activities																						
Formaldehyde Use (37% Formalin, 10% solutions)																						
Lake Rehab w/Rotenone (cube root powder)																						
Lake Rehab w/Rotenone (liquid nox-fish)																						
Ethanol, Isopropyl Alcohol, Stockard, Bouin Solution Use																						
Fish & Hatchery Work																						
Sampling Fish (using MS-222, Finquel or Tricaine)																						
Mixing (MS-222, Finquel or Tricaine) powder concentrate																						
Instream fish netting (water depth knee deep or greater)																						
Fish spawning operations (water knee deep or greater)																						
Taking Fish Heads, CWT or Otoliths with knives or saws																						
Formalin Treatment Activities																						
Hydrogen Peroxide Treatment Activities																						
Iadophore Use																						
Fiberglass and Epoxy operations																						
Battery maintenance (charging...sulfuric acid)																						
Plumbing Ops. (Use of PVC glue...chemicals)																						
Cleaning Fish Hauling Tanks (iadophore, bleach..etc)																						

WDFW JOB HAZARD & PPE MATRIX

	Lifejacket	Safety Glasses	Safety Goggles	Latex/Nitrile Exam Gloves	Leather/Cut-Proof Gloves	Chemical Resistant Gloves	Rubber Lineman Gloves	Hearing Protection	Chainsaw Chaps	Welding Safety Gear	Respirator	Chemical Resistant Apron	Safety Face shield	Eyewash station	Proper ventilation	High visibility clothing	Substantial Footwear	Safety Toe Footwear	Motorcycle/ATV Helmet	Construction Hard Hat	Fall Protection Gear	Flight Safety Equipment
Wildlife & Enforcement Work																						
Exposure to Human Blood Borne Pathogens																						
Exposure to wildlife bodily fluids - infectious diseases																						
Exposure to Hantavirus, Avian Influenza , Pathogens																						
Aircraft operations below 500' AGL																						
Immobilization dart use																						
Pheasant Farm - Crowding Birds																						
Use of Firearms																						
Mixing, pouring and applying pesticides or herbicides																						
Construction Work																						
Use of power tools and saws on treated wood products																						
Use of power tools, grinders and saws on metal products																						
Working with cranes, hoists and derricks																						
Working on manlifts, scissorlift, snorklelift, boom lifts																						
Concrete Fabrication																						
Concrete Surface Etching																						
Use of Welding Equipment																						
Working with tools powered by compressed air																						
Trenching & Excavation																						
Wood Carpentry, roofing, decking																						
Working with jackhammer or similar tools																						
Use of hand tools (shovel, ax, pickax, peevie, rockbar,																						
Use of spray paint, solvents, spray lubricants, coatings																						
Operation of tractor, backhoe, loader, dump trucks, cat)																						
Working around heavy construction equipment																						
Using pneumatic nail, staple or screw guns																						
Vehicle Maintenance																						
Land Surveying																						
Use of explosives / Blasting Operations																						
Fence Construction																						

WDFW

Personal Protective Equipment Training Certification

Employee's Name:

Date of Training:

Job Title/Work area:

Trainer's Name (person completing this form):

Types of PPE employee is being trained to use:

The following information and training on the personal protective equipment (PPE) listed above were covered in the training session:

- ☐ The limitations of personal protective equipment: PPE alone cannot protect the employee from on-the-job hazards.
- ☐ What work place hazards the employee faces, the types of personal protective equipment that the employee must use to be protected from these hazards, and how the PPE will protect the employee while doing his/her tasks.
- ☐ When the employee must wear or use the personal protective equipment.
- ☐ How to use the personal protective equipment properly on-the-job, including putting it on, taking it off, and wearing and adjusting it (if applicable) for a comfortable and effective fit.
- ☐ How to properly care for and maintain the personal protective equipment: look for signs of wear, clean and disinfect, and dispose of PPE.

(Employee) I understand the training I have received, and I can use PPE properly.

Employee's signature

Date

(Trainer must check off)

- ☐ Employee has shown an understanding of the training.
- ☐ Employee has shown the ability to use the PPE properly.

Trainer's signature

Date